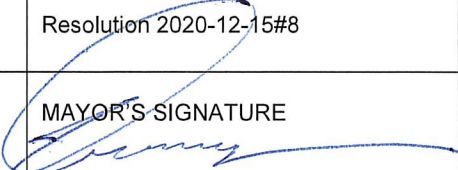



## OFFICIAL VILLAGE OF RYLEY COUNCIL REMUNERATION POLICY

<b>SECTION:</b>	HUMAN RESOURCES	<b>POLICY NUMBER:</b>	2020-12-15-08
<b>SUBJECT:</b>	COUNCIL REMUNERATION	<b>ISSUED: AMENDED:</b>	December 15, 2020 (Never)
<b>APPROVAL:</b>	Resolution 2020-12-15#8	<b>EFFECTIVE DATE:</b>	January 1, 2021
<b>MAYOR</b>	MAYOR'S SIGNATURE 	<b>AMENDS REPLACES: (POLICY #)</b>	N/A 011-09-09
<b>CAO</b>	CAO'S SIGNATURE 	<b>NUMBER OF PAGES THAT FORM THIS POLICY:</b>	Two (2) Pages plus Three (3) Attachments

### POLICY:

There shall be a Policy established regarding the remuneration and expense fees payable to the Elected Officials of the Village of Ryley. Elected Officials commit a significant amount of time and effort to prepare, study and follow-up as part of their duties and responsibilities and should be reimbursed for expenses incurred and time spent away from their regular place of business and family and personal responsibilities. Salary must consider time spent well beyond "attendance at meetings".

### PAYROLL:

- a. **FIXED SALARY COMPONENT:** Each Councillor receives a monthly salary component for their duty to prepare, attend and follow-up a standard number of Regular and Special Council meetings. The formula is based on one-twelfth (1/12) of the annual cost for twenty-eight (28) meetings per year: two (2) Regular Council meetings each month, plus four (4) Special Council meetings. This reflects the average that has occurred over the previous five (5) years
- b. **VARIABLE SALARY COMPONENT:** Each Councillor receives a salary component for their duty to prepare, attend and follow-up for the board(s), commission(s) and/or committee(s) that they are appointed to, pursuant to Schedule A of the Village of Ryley Annual Organization meeting and pursuant to the Organization meetings of those boards, commissions, and committees (whether they become a chair).

- c. SUPPLEMENTAL PAY: from time-to-time council will have supplemental training sessions, professional development activities and/or an excess of non-forecasted meetings. These supplemental events shall be pre-approved by a resolution of council, then claimed under expenses. They will be paid under payroll.
- d. Fixed and Variable Salary Components shall be calculated for each Councillor after the annual organization meetings and will apply from November to October of the following year.
- e. Salary adjustments will be made effective for the month immediately following any membership changes to boards, commissions, or committees.
- f. Salaries shall be paid by direct deposit on the 30<sup>th</sup> of each month. That month's salary payment is for that same month: that is to say that monthly salaries are paid in arrears and not in advance.

## EXPENSES

The National Joint Council (NJC) of the Public Service of Canada is the Forum of Choice for co-development, consultation and information sharing between the government as employer and public service bargaining agents. The NJC maintains a rich library of policy rules, allowances and rates including provincial level variances. By adopting the rates and allowances of the NJC, the Village of Ryley and all interested parties can feel confident that these rates are fair and resistant to local pecuniary conflict. An extremely significant task of periodic researching, tracking, reviewing, considering, and approving rules, rates and allowances is avoided by Council and Administration adopting those of the NJC, thereby saving time and money while remaining impartial toward pecuniary interests and conflicts.

All travel or temporary duty expenses shall be according to the rules, rates and allowances set out by the National Joint Council (<https://www.njc-cnm.gc.ca>).

- a. Councillors shall submit claim forms accompanied by receipts within two (2) weeks after a claimable event is complete.
- b. The Mayor shall approve each Councillor's expense claims and the Deputy Mayor shall approve the Mayor's expense claims.
- c. The CAO shall review and validate all expense claims.

Attachments (Schedules):

- A. Model of Salary Components
- B. Sample Expense Sheet

**Model of Salary Components**

<b>PROPOSED COUNCIL REMUNERATION SALARY CONVERSION MODEL</b>									
<b>FIXED (COUNCIL MEETINGS)</b>					<b>VARIABLE (COMMITTEE MEETINGS)</b>				
<b>Mayor</b>		<b>Meetings</b>	<b>Councilor</b>		<b>Chair</b>		<b>Meetings</b>	<b>Member</b>	
Annual	Monthly		Annual	Monthly	Annual	Monthly		Annual	Monthly
\$120.00		Normal (<4hrs)	\$100.00		\$120 / \$185		Monthly (8)	\$100 / \$185	
\$1,920.00	\$160.00	16 Regular	\$1,600.00	\$133.33	\$1,830.00	\$152.50	6 Normal 6 Long	\$1,710.00	\$142.50
\$185.00		Long (>4hrs)	\$185.00		\$120 / \$185		Quarterly (4)	\$100 / \$185	
\$2,220.00	\$185.00	8 Regular 4 Special	\$2,220.00	\$185.00	\$545.00	\$45.42	3 Normal 1 Long	\$485.00	\$40.42
\$100.00		Chief Bonus	\$0.00		\$120 / \$185		On Call (2)	\$100 / \$185	
\$1,200.00	\$100.00		\$0.00	\$0.00	\$490.00	\$40.83	1 Normal 2 Long	\$470.00	\$39.17
\$5,340.00	\$445.00	<b>Total</b>	\$3,820.00	\$318.33	\$2,865.00	\$238.75	<b>Total</b>	\$2,665.00	\$222.08
\$5,340.00		\$20,620.00	\$15,280.00		\$7,615.00		\$21,510.00	\$13,895.00	



**Sample Expense Sheet**

Village of Ryley Council Expense Claim (2021)					
NAME: Cr. Brian Ducherer			MONTH: January		
Date	Event	ALLOWANCE/BENEFIT	RATE	Number	Calculation
January 11, 2021	Extra Strategic Planning Session	Payroll: Meeting (Member)	\$ 100.00	1.00	\$ 100.00
January 12, 2021	Extra Strategic Planning Session	Payroll: Long Mtg (Member)	\$ 185.00	1.00	\$ 185.00
January 12, 2021	Extra Strategic Planning Session	Meal: Breakfast	\$ 20.80	1.00	\$ 20.80
January 12, 2021	Extra Strategic Planning Session	Meal: Lunch	\$ 21.05	1.00	\$ 21.05
		Drop Down: Pick One	\$ -	1.00	\$ -
January 5, 2021	AUMA (Jan 1 to Jan 5)	Meal: Breakfast	\$ 20.80	4.00	\$ 83.20
January 5, 2021	AUMA (Jan 1 to Jan 5)	Meal: Lunch	\$ 21.05	5.00	\$ 105.25
January 5, 2021	AUMA (Jan 1 to Jan 5)	Meal: Supper	\$ 51.65	4.00	\$ 206.60
January 5, 2021	AUMA (Jan 1 to Jan 5)	Mileage: Edmonton	\$ 82.25	1.00	\$ 82.25
		Drop Down: Pick One	\$ -	1.00	\$ -
	(use last date for multi-date receipts/events)	Drop Down: Pick One	\$ -	1.00	\$ -
SUB-TOTAL					\$ 804.15
Date	Event	RECEIPTS (Attached)	AMOUNT	Calculation	
January 5, 2021	AUMA (Jan 1 to Jan 5)	Hotel Fairmont	\$ 1,000.00	\$ 1,000.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
	(use last date for multi-date receipts/events)			\$ -	
SUB-TOTAL					\$ 1,804.15
EXPENSE TOTAL					\$ 2,323.30
PAYROLL TOTAL					\$ 285.00
GRAND TOTAL					\$ 2,608.30

Signature: \_\_\_\_\_ (DATE) \_\_\_\_\_  
(Print) \_\_\_\_\_

Approved by: \_\_\_\_\_ (DATE) \_\_\_\_\_  
(Print) \_\_\_\_\_

Validated by: \_\_\_\_\_ (DATE) \_\_\_\_\_  
(Print) \_\_\_\_\_

*Handwritten initials*

**Sample Council Salary  
For Committees, Boards & Commissions**

SCHEDULE C: Council Salary For Committees, Boards & Commissions Policy 2020-12-15-08 (January 2021)	Mayor	Deputy Mayor	Councillor 1	Councillor 2	Councillor 3	
Battle River Alliance for Economic Development (BRAED)			\$1,710.00			
Beaver Ambulance Society	They pay their members					
Beaver Emergency Services Commision (BESC)	They pay their members					
Beaver Foundation				\$997.50		7 = (7/12 of monthly)
Beaver Heritage & Argicultural Society			\$1,710.00			
Claystone Public Advisory Committee	They pay their members					
Beaver Regional Waste Management Services Commission	They pay their members					
Beaver Reginal Partnership (BRP)	\$485.00					
Ryley Family and Community Support Services (FCSS)			\$855.00			6 = (1/2 of monthly)
Highway 14 Reginal Water Services Commision	They pay their members					
Northern Lights Library System (NLLS) Board	\$485.00					
Tofield and Area Health Foundation	\$1,710.00					
Beaver County Victim Services				\$470.00		
Community Attraction and Retention Committee (CARC)		\$855.00				6 = (1/2 of monthly)
Clean Harbors Community Relations Committee		\$485.00		\$485.00		
GO East Regional Tourism Board					\$1,710.00	
Village of Ryley Library Board		\$1,710.00		\$1,710.00		
Main Street Committee	\$855.00					(as per bi-monthly)
Ryley/Beaver Intermunicipal Committee	\$470.00		\$470.00			
<b>Total</b>	<b>\$3,520.00</b>	<b>\$3,535.00</b>	<b>\$3,035.00</b>	<b>\$3,905.00</b>	<b>\$3,177.50</b>	

Approval Motion: \_\_\_\_\_

Mayor: \_\_\_\_\_

CAO: \_\_\_\_\_

*AK*

*AK*