



TOWN OF OKOTOKS POLICY

Council Motion: 15.C.263	Effective Date: May 11, 2015	Policy Number: P15-02 Supersedes/Repeals: 3.01.03
External Reference:	Revised/Reviewed Date: March 28, 2016 April 10, 2017	Originating/Lead Business Centre: Legislative and Policy Services

ELECTED OFFICIALS REMUNERATION AND EXPENSE REIMBURSEMENT

A. REMUNERATION AND EXPENSE REIMBURSEMENT

1. The annual salary and benefits are intended to remunerate elected officials for the performance of regular and usual duties associated with the responsibilities of such elected offices, including attendance at:
 - i) Regular and Special meetings of Council, including Public Hearings, Committee of the Whole;
 - ii) All Council appointed Boards, Committees and Commissions as appointed;
 - iii) All annual strategic planning workshops and budget presentations;
 - iv) Conventions, conferences, seminars or workshops which elected officials attend; and
 - v) 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 at the Regular meeting of Council.
2. 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 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.

3. The remuneration and expense reimbursement prescribed are intended to compensate elected officials for all of their duties. Wherever possible and reasonably practical, elected officials shall rearrange their schedule in advance to accommodate the work of Council and reduce or eliminate the need for additional expenses. When this is not possible, elected officials may claim reimbursement for expenses as per Appendix A.
4. Upon submission of an expense claims with receipts or other proof of expense, and where rescheduling and other alternate arrangements could not be made, Councillors 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 Section A.1 above:
 - i) Child care;
 - ii) Alternate staffing arrangements where required by the elected official's primary employer;
 - iii) Direct loss of wages normally earned through primary employer; and
 - iv) 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.

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	65% employer paid
v) Dental Insurance	65% employer paid
vi) Health Spending Account	100% employer 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.

C. TRAINING AND DEVELOPMENT

1. Elected officials benefit from training and development opportunities to enable them to perform their governance role as per the Municipal Government Act and keep informed on current and emerging local government issues.
2. Elected officials shall have an annual budget of up to \$2500 each, available to fund their professional training and development to increase their existing knowledge and skills as local government elected officials when necessary.

3. The fund shall be all inclusive of all related expenses and used for the following:
 - i) Annual Alberta Urban Municipalities conference;
 - ii) Annual training & development opportunities provided to Council as a whole, generally within Okotoks, including all opportunities offered for general orientation, training, retraining and strategic initiatives;
 - iii) Annual courses, workshops, seminar, webinars etc. as offered by the Elected Officials Education Program;
 - iv) Attendance at annual conferences or seminars that are directly related to the elected official's role as the Council appointed representative on Council's Boards, Committees and Commissions;
 - v) Purchase of information and learning materials directly related to Council business such as books, journal subscriptions, etc. Elected officials are encouraged to share these materials with other elected officials to eliminate duplication; and
 - vi) Other requests for training and development that are directly related to the role of an elected official but not listed above, shall be made in writing to the Mayor for approval prior to occurring any expenses.
4. Elected officials may attend the annual Federation of Canadian Municipalities conference once per term of office, with no more than 3 members attending at once, unless the conference is held in Alberta. FCM travel expenses will be taken out of the general Council budget and not affect the individual training fund.
5. Elected officials are required to provide a brief report of significant learnings during Council Representative Reports in the Regular Council Meeting after they have taken part in a developmental activity. This will enable other members of Council to share some of the benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
6. The Town shall not pay for guest expenses associated with any Council activity. The Mayor or Deputy Mayor may claim for guest expenses in circumstances where it is expected and that they be accompanied by their partner and this expense shall be identified and included in the quarterly expense report.
7. To assist with carrying out their duties, elected officials shall be provided with a laptop, iPad or tablet. The Mayor shall also be provided with a cell phone. Any equipment provided remains the property of the Town of Okotoks and shall be returned within 3 days when the individual is no longer an elected official.

D. TRAVEL AND EXPENSES

1. The rates and terms prescribed are intended to avoid economic loss to the elected official when reasonable and related expenses are incurred that are directly related to Town business.
2. Travel and accommodation shall be comfortable and of good quality, neither extravagant nor substandard.

3. An elected official when travelling on official business may claim the following expenses with a receipt:
 - i) air fare
 - ii) bus fare
 - iii) taxi fares
 - iv) parking charges
 - v) automobile rental
 - vi) public transportation
4. An elected official who uses his/her own motor vehicle on Town business shall be reimbursed for travel as per Appendix A. Where more than one elected official shares private motor vehicle transportation, only one person may claim the expense
5. 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 A and pro-rated if coverage applies to a lesser period of time, upon submission of proof of payment.
6. If an elected official is required to travel on Town business and overnight accommodation away from his/her regular home is necessary, he/she may claim:
 - i) The actual cost of accommodation on production of receipts;
 - ii) Elected officials may wish to secure alternate accommodation at no cost to the official/Town. He/she may then claim for a gift with receipt for the amount as shown on Appendix A.
7. 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 with taxes and gratuities indicated on the receipt. If a receipt is lost or unavailable, the maximum expense an elected official may claim is the flat and all-inclusive rate set in Appendix A.
 - ii) Receipts identifying the establishment, the meal(s), refreshment(s), taxes and gratuities are required. Alcoholic beverages are not reimbursable.
 - iii) Where meal costs are included on a hotel bill, they must be identified as meal costs and a detailed receipt included.
 - iv) Where conference, seminar or meeting includes meals, the Town will not reimburse substitute meals.
 - v) Expense claims for meals apply to elected officials travelling to and from meetings, conferences or seminars.

8. Hosting

- i) Elected officials may claim reimbursements for the reasonable cost of hosting business associates such as other elected officials, locally or in travel status upon the submission of an expense report, complete with receipts and full details, including the names, which company the person(s) represent and the reason.
- ii) Claims for expenses for hosting shall be supported with a brief written explanation signed by the elected official and supported by receipts.

9. 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.

10. Expense Reports

- i) Elected officials shall, within 30 days of incurred costs, complete an 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 quarter and in any case must be completed by December 31 of the current year for all outstanding current year expenses.
- iii) Ineligible Expenses:
 - a. Alcoholic beverages.
 - b. Activities for political party events hosted by a party, constituency association or candidate, except for the actual cost of the event only (e.g. meal, green fees only).
 - c. Any portion of a receipt that is paid for by a third party.

11. Quarterly Expense Reporting

The Financial Services Director shall prepare a report for each elected official's expenses on a quarterly basis, including training and development activities. Quarterly Expense Reports will be signed by each elected official and shall be made available for public viewing on the Town of Okotoks website.

APPENDIX A
to Policy 15-02

**RATES OF REMUNERATION AND EXPENSE REIMBURSEMENT
FOR ELECTED OFFICIALS**
Effective January 1, 2019

REMUNERATION

1. The rate of remuneration for the performance of all regular and usual duties of office as identified in Section A of the policy shall be:
 - i) Mayor ~~\$79,547~~ **\$94,158** per annum
 - ii) Councillors ~~\$38,213~~ **\$43,342** per annum
2. Annual remuneration will be paid on a biweekly basis. The annual salary will be adjusted according to the same general market adjustment that employees receive. Council remuneration surveys will be completed by Human Resources at least once every three years to ensure that remuneration remain at mid-market for similar sized municipalities in Alberta.

EXPENSE REIMBURSEMENT

3. Notwithstanding Section A.1, the rate of reimbursement for loss of regular wages and child care for Councillors according to Section A of the policy shall be:
 - i) Up to \$100 per half-day (4 hours or less);
 - ii) Up to \$200 per full-day (more than 4 hours);
 - iii) Up to \$10 per hour for in-home child care, or the actual cost of childcare at a licensed day care or day home, will be reimbursed for Councillor's dependents when a Councillor does not qualify for reimbursement of loss of regular wages and alternate child care arrangements could not be made.
4. Councillors may claim either child care or loss of regular wages where applicable but not both for the same meeting. All claims will be approved by the Mayor.
5. Total reimbursement for loss of regular wages and child care shall not exceed \$2,800 annually (to be adjusted during an election year on a prorated basis).

TRAVEL EXPENSES

6. Where Elected Officials have access to private lodging when on business travel, reimbursement for a gift for private overnight accommodation is available upon by completion of an expense form with receipts at a rate of up to \$30.00 per night.

7. Meals reimbursement (including taxes and gratuities) shall not exceed the following:

	<u>With receipt</u>	<u>Without receipt</u>
i) Breakfast	\$15.00	\$ 7.00
ii) Luncheon	\$ 20.00	\$10.00
iii) Dinner	\$ 30.00	\$18.00

8. To receive reimbursement, all expense reports must have receipts attached. If no receipt is available, a detailed written statement must accompany the expense report. All expense reports are to be reviewed and approved by the Financial Services Director. If expenses do not align with policies, the expense report must also be approved by the Mayor.
9. Reimbursement is available for business travel outside of Okotoks is available on presentation of an expense form that provides the total number of kilometres travelled for business, the destination and the reason for travel, kilometres will be reimbursed at the current rate provided by Canada Revenue Agency.
10. On presentation of a receipt indicating the elected official's personal vehicle insurance includes business travel for a minimum liability of \$2 Million, reimbursement will be made up to a maximum of \$150 annually.



TOWN OF OKOTOKS COUNCIL POLICY

Council Motion: 17.C.496	Effective Date: December 11, 2017	Policy Number: P17-04 Supersedes/Repeals: A11-T12-01
External Reference:	Revised/Reviewed Date:	Originating/Lead Business Centre: Transportation

Title: Snow and Ice Control for the Integrated Transportation Network

Policy Statement:

The Town of Okotoks will take reasonable steps to manage snow and ice hazards on public roadways, parking lots, sidewalks, and primary pathways in a systematic and timely manner to prevent or reduce accidents and injuries, ensure safe access for the public and emergency vehicles, promote active transportation, and minimize economic loss to the community.

Purpose:

The community has access to an integrated and accessible transportation network. The snow and ice control program establishes safe traffic flows, safe pedestrian routes and identifies priorities and levels of service for snow clearing, sanding, and snow removal activities.

Definitions:

In this Policy, unless the context otherwise requires:

Alley: Refers to a narrow road right-of-way also referred to as a lane that provides access to the rear of buildings and parcels of land.

Anti-icing: Refers to the application of chemicals that not only de-ice, but also remain on a surface and continue to delay the reformation of ice for a certain period of time, or prevent adhesion of ice **in order** to make the driving surface safer and **the** mechanical removal **of ice or snow** easier.

Arterial Roads: Refers to the major roadways that expedite the movement of vehicles between communities and major destinations, carry the highest traffic volume, and serve as essential to providing access to neighbourhood entrances.

Boulevards: Refers to the portion of space within the road right-of-way that is commonly referred to as the landscaped area located between the edge of the road and the edge of the road right-of-way or the road right-of-way property line.

Collector Roads: Refers to the roadways that connect local streets to arterial roads; carry moderate volumes of traffic; this type of roadway carries vehicles between arterial and residential roadways;

Compacted Snow: Refers to snow accumulation on the roadway that has been packed by vehicle traffic.

Downtown: Refers to the area generally referred to as the central business district which includes Elizabeth Street, McRae Street, and North Railway Street between Northridge Drive and Lineham Avenue and also including Veterans Way between South Railway Street and Mountain Street.

Parking Lots: Refers to Town owned or operated site or part of a site for the parking of vehicles and includes the parking spaces and all other areas required for access and circulation within the facility.

Primary Pathway (Primary): Refers to an asphalt pathway or concrete walk located on or adjacent to public lands that is interconnected to the greater pathway/sidewalk system and is typically 2.5-4m in width.

Pathway (Secondary): Refers to an asphalt pathway or concrete sidewalk located on public lands that is isolated/disconnected from the greater pathway/sidewalk system and is typically less than 2.5m in width.

Residential Road: Refers to an undivided roadway that provides direct access and collects traffic from abutting residential properties and distributes this traffic to collector roads.

Road Right-of-Way: Refers to the space over the land that is reserved for transportation purposes and contains among other things the driving surface (paved or unpaved), concrete curbs and gutters, drainage ditches, sidewalks, street lights, boulevards, and utility infrastructure such as manholes, water valves, and fire hydrants, etc.

Rutting: Refers to troughs formed by vehicle traffic in compacted snow and / or ice which may make manoeuvring a vehicle difficult or dangerous.

Sanding: Refers to the application of abrasive material for traction control.

Sidewalk: Refers to a concrete or walkway located within the road right of way (boulevard) and adjacent to a Town-owned premise.

Snow Clearing / Plowing: Means to clear to the side or level snow after a snowfall to make travel easier and safer.

Snow Removal: Refers to the act of physically removing, typically by hauling, deposited or accumulated snow from a roadway or parking lot.

Snow Storage: Refers to the activity of relocating and permanently storing snow within areas within the road right of way in order to ensure a safe and accessible transportation network is reasonably maintained.

Windrows: Refers to long, continuous rows of accumulated snow left behind within boulevard or median areas following snow clearing / plowing activities.

Priorities and Standards:

Means that ~~Except~~ Except for emergency conditions, snow and ice control operations may be modified or adjusted when the daily high temperature including wind chill factor is lower than minus thirty five degrees Celsius (-35°C).

When storms are continuous or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority. The snow and ice control program essentially will “reset” when continuous snow events are experienced.

Snow clearing will result in ~~the creation~~ of windrows on both sides of the road or ~~within~~ to the centre of the road. ~~Transportation crews will endeavour to do their best to minimize creation of windrows however, the clearing of~~ Windrows in front of driveways left ~~behind~~ by ~~snow clearing and plowing~~ equipment shall be the responsibility of the property owner or affected individual, company or corporation.

Parking bans may be implemented from time to time and as required to assist with snow and ice control activities. Areas where parking is to be banned will be signed in advance. Vehicles that do not adhere to the parking ban or are not in accordance with applicable bylaws may be subject to ticketing or towing at the expense of owner of the vehicle.

A. Roadway Priorities and Standards

Priority 1: Arterial Roads and Downtown

- Sanding operations shall commence within ~~24~~ **four (4)** hours when snowfall accumulation under approximately 4cm has occurred.
- Snow clearing will commence within ~~24~~ **four (4)** hours when approximately 4cm or more has accumulated.
- **Once snow clearing / plowing of Priority 1 routes commences, all routes within this category within 24 hours after the snow event has ceased shall be cleared of snow and ice generally from the edge of road to edge of road (curb to curb) or around parked vehicles and other objects to ensure that the largest extent of the road has been reasonably cleared.**
- Additional snow clearing (widening) along these routes may occur once all other priority and secondary routes have received initial snow clearing response.
- Snow Removal may be initiated when compacted snow on the road is sufficient to impede the flow of traffic, causes drainage concerns, or when windrows along the side of the road ~~exceed one (1) metre in height~~ **become excessive as determined by the Chief Administrative Officer. The Town will assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right-of-way without permit.**

Priority 2: Collector Roads

- Sanding operations shall commence within ~~48~~ **24** hours when snowfall accumulation under approximately 4cm has occurred.
- Snow clearing will commence within ~~48~~ **24** hours when approximately 4cm or more has accumulated.
- **Once snow clearing / plowing of Priority 2 routes commences, all routes within this category within 48 hours after the snow event has ceased shall be cleared of snow and ice generally from the edge of road to edge of road (curb to curb) or around parked vehicles and other objects to ensure that the largest extent of the road is reasonably cleared.**
- Additional snow clearing (widening) along route will occur once all other priority and secondary routes have received initial snow clearing response.
- Snow Removal may be initiated when compacted snow on the road is sufficient to impede the flow of traffic, causes drainage concerns, or when windrows along the side of the road ~~exceed one (1) metre in height~~ **become excessive as determined by the Chief Administrative Officer. The Town will assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right-of-way without permit.**

Priority 3: Residential Roads and Alleys

- Snow and ice control operations are activated when the road is rendered impassable, extenuating circumstances exist, or as required by the Transportation Manager.
- Routes in this category Roads are sanded and bladed flat to minimize rutting when identified but snowpack of varying depths may be left in accordance with what is required to minimize driving difficulty and when extenuating circumstances exist.
- Snow removal and / or snow storage operations may be implemented when the road is rendered impassable, poses significant safety concerns, drainage is impacted, other extenuating circumstances as determined, or when compacted snow exceeds 25cm. The Town will assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right-of-way without permit.

B. Sidewalk and Primary Pathway Priorities and Standards

- ~~Sidewalks are cleared adjacent to Town-owned premises within 24 hours and sanded as required once accumulation of approximately 1.5cm or greater has occurred, 7 days per week.~~
- To facilitate active transportation, Primary Pathways and Sidewalks are cleared within 24 hours and 7 days a week when once accumulation of approximately 1.5 2cm or greater has occurred within 24 hours after the snow event has ceased to facilitate active transportation.
- ~~Concrete sidewalks in the boulevard adjacent to Town-owned lands without premises are cleared on normal business days, Monday to Friday, excluding holidays.~~

RESPONSIBILITIES

The Transportation and Parks Business Units Centres are responsible for the administration and application of this policy.

REFERENCED DOCUMENTS:

- Streets & Roads Snow Clearing Routes map, current edition (update in progress)
- Pathways & Sidewalks Snow Clearing Routes map, current edition (update in progress)