

TITLE: COUNCIL REMUNERATION AND EXPENSES

Approved by Council
Revised by Council
Revised by Council

Date: June 28, 2016
Date: November 7, 2017
Date: February 12, 2019

Applicable Provincial Legislation

Municipal Government Act
Section 275.1

Policy Statement

Council members shall be reimbursed for attendance at meetings and related expenses, as set out below.

1.0 COUNCIL HONORARIUM

Council honorariums are set by Council resolution, prior to each election.

A monthly honorarium will be paid each Councillor in recognition of their commitment to attend to issues, above and beyond regular Councillor duties, excluding travel, meetings and meeting related expenses.

In addition to the Councillor honorarium, the Reeve will receive an additional amount in recognition of additional responsibilities attached to the office.

2.0 COUNCIL EXPENSE CLAIMS

Council members appointed to Council approved Boards and Committees are entitled to submit per diem, and other eligible expense claims to the municipality for reimbursement. Per diems and mileage paid to Councillors' by Committees or Boards of which they are members, are to be paid directly to the MD of Pincher Creek.

OUT OF TOWN CONVENTIONS / CONFERENCES

All Councillors are authorized to attend both Spring and Fall *Rural Municipalities of Alberta (RMA)* Conventions.

Two Councillors plus the Reeve are authorized to attend the annual FCM Convention, with the intention of the Councillors rotating from one year to the next.

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Any additional conventions that Councillors wish to attend are to be approved by Council.

PER DIEMS

Per Diem rates are set by Council resolution, prior to each election.

Per Diem claims will be accepted in accordance with the following rate schedule:

Half Day attendance at any combination of meetings up to four (4) hours duration including travel time

Full Day attendance at any combination of meetings exceeding four (4) hours and up to eight (8) hours duration including travel time

Day and a Half any combination of meetings exceeding eight (8) hours duration including travel time

MILEAGE

The MD pays mileage if your personal vehicle is used on MD business. This includes travel to and from meetings, conventions and/or work related activities in town and out.

When an appropriate MD vehicle is available, it is preferable that it be used by Council members for travel on MD business of two or less days. If an MD vehicle is not available or is not a practical alternative in a particular circumstance, a private vehicle may be used and a claim made for the full prescribed mileage rate. When a private vehicle is used to travel on MD business but also to accommodate personal uses, mileage claims will be paid only at 50% of the prescribed mileage rate.

OUT OF TOWN EXPENSES

Council members attending out of town meetings or conferences, as members of a Council Committee or Board require Council approval, if per diems and expenses are to be claimed.

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Councillor claims for attendance at out of town meetings or conventions will be based on the following criteria unless otherwise approved:

Accommodation total cost

Accommodation costs will be taken care of by the CAO, or designate, where possible.

Telephone calls may be claimed if they are related to the operation of your business. Personal services such as movie rentals are not claimable.

If Administration staff are not available to cover these costs, Council is to use their MD issued credit card.

Per Diem equal to Councillor full day rate of pay for the total number of days that the Council is away

Other Costs the actual cost of transportation

Meals the cost of meals incurred while out of town on MD business can be claimed to a total of a maximum of \$100.00 per day.

When attending meetings locally, only when such meetings are interrupted by lunch or supper hours, are the costs of meals claimable.

Spouses' meals are not paid by the MD.

Registrations Cost of registrations will be handled internally by administration.