

## LAC LA BICHE COUNTY POLICY

TITLE: COUNCILLOR REMUNERATION AND EXPENSES	POLICY NO: CS-11-001
RESOLUTION: 12.321	EFFECTIVE DATE: JANUARY 1, 2012
LEAD ROLE: MANAGER, LEGISLATIVE SERVICES	NEXT REVIEW DATE: JANUARY 1, 2014
SPECIAL NOTES/CROSS REFERENCE:	AMENDMENT DATE:

### **POLICY STATEMENT:**

Lac La Biche County believes that those who run for public office and serve as members of County Council should be adequately and fairly compensated. Councillors will receive remuneration for attending the meetings of Council and the Committees thereof and for assuming or performing additional duties.

### **PROCEDURE:**

#### **1. Annual Honorarium**

- a. Councillors shall receive a basic annual honorarium, as described under “Annual Honorarium” in attached Schedule “A”, for activities as described in “Honorarium Criteria” in attached Schedule “A”.
- b. The annual honorarium described under “Annual Honorarium” in attached Schedule “A” shall be set during the annual budget process.
- c. The basic honorarium will not be reduced if a Councillor is unable to attend any of the activities identified as “Honorarium Criteria” in attached Schedule “A”.

#### **2. Per Diems**

- a. Councillors shall receive an additional per diem for meetings and/or functions identified as “Per Diem” in attached Schedule “B”
- b. For those meetings and/or functions identified as “Per Diem” in attached Schedule “B”, Councillors shall be compensated at \$250 per day or \$125 per half day or evening meeting subject to the following qualifications, inclusive of travel time:
  - i. meeting(s) 0 – 4 hours – one half per diem,
  - ii. meeting(s) 4 – 8 hours – one per diem,
  - iii. meeting(s) 8 + hours – one and one half per diem. Total claim may not exceed one and one half per diems per day,
  - iv. for attending conferences and conventions, Councillors shall receive a maximum of one per diem of \$250 per day,

- v. Notwithstanding the above, per diems for consecutive meetings of Council and/or Committees of the Whole shall be based on total time, not number of meetings, to a maximum of one and one half per diems per day.
- c. In addition to clause 2(b), Councillors are eligible to claim per diems for required travel, on the day before and/or day after, to attend meetings and/or functions identified as “Per Diem” in attached Schedule “B”.

### **3. Communication Allowance**

- a. All Councillors are provided with fax machines and laptop computers for the duration of their term as Councillor for Lac La Biche County.
- b. The Mayor is supplied with a cell phone and an allowance of \$50.00 per month to cover household telephone expenses.
- c. All Councillors, except the Mayor, are provided with a \$150.00 per month communication allowance to cover household telephone expenses, cell phone charges and internet expenses.
- d. All Councillors shall be reimbursed, upon submission of a receipt, for communication consumables, such as fax/printer ink and paper.

### **4. Boards, Commissions or Committees**

- a. In the event that a Councillor shall receive any remuneration from another board, commission or committee for that Councillor’s duly authorized attendance, on behalf of the County at a meeting of the said board, commission or committee, the Councillor shall pay to the County the said remuneration before accepting any remuneration, allowance or expenses from the County for the Councillor’s attendance at the external meeting of the board, committee or commission. If remuneration by the external entity is less than the County policy, the difference will be paid to match current County policy.
- b. Remuneration will only be provided for attendance at board, commission or committee meetings for the primary appointee. The alternate appointee will only receive remuneration for attendance at board, commission or committee meetings if the primary appointee is unavailable or by specific authorization of County Council.

### **5. Travel Remuneration**

- a. Travel claims are permitted to events as listed in attached Schedule “B”. All travel claims must detail the date, travel location and purpose of the event or activity. Lump sum travel claims will not be approved.
- b. Use of personal vehicles for conducting County business shall be paid at a rate of \$0.52/kilometer.
- c. Notwithstanding clause 5(b), Councillors representing Ward 7 are eligible for a \$5.00 per meeting travel allowance for attendance at meetings or events that are held within the

Hamlet of Lac La Biche. This provision is a substitute for claiming at a rate of \$0.52/kilometer for personal vehicle use in these instances.

- d. Other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed.
- e. Where travel is authorized, the most direct, economical and logical mode of travel shall be utilized. Where transportation is provided (for example, as part of convention registration), it is expected that Councillors will make use of the complimentary transportation services.
- f. If multiple Councillors are attending the same event or function, it is expected, when practical, that the Councillors will commute together.
- g. Where a Councillor chooses to use a mode of transportation other than the most economical method, reimbursement shall be as though the most economical method was used.
- h. A Councillor may select a route or mode of transportation to combine personal activities with County business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed mode.
- i. Air travel shall not exceed regular economy class rates.
- j. Travel outside Canada shall be reimbursed in Canadian currency plus the applicable exchange rate.
- k. In the event of adverse weather conditions Councillors shall be permitted to seek accommodations until safe travel can be resumed. Unexpected meal and accommodation expenses incurred as a result of adverse weather shall be reimbursed in accordance with this policy upon submission of all applicable receipts

## 6. Meals and Accommodation

- a. Where a Councillor is required to travel on approved County business, the Councillor may claim an amount as listed (inclusive of G.S.T):

<b>Meals</b>	
Breakfast	\$15.00
Lunch	\$20.00
<u>Supper</u>	<u>\$30.00</u>
Total	\$65.00

- b. If meal expenses exceed the meal allowances listed above, including a 15% gratuity, Lac La Biche County will reimburse the meal upon submission of a receipt.

- c. Notwithstanding clause 6(b) above, Lac La Biche County will reimburse meal expenses upon submission of a receipt to a maximum of twice the claimable amounts listed in clause 6(a) above.
- d. Lac La Biche County will not provide reimbursement for alcoholic beverages.
- e. Councillors may pay for the meal costs of other Councillors or other elected officials, if the meeting for which the meal costs relate to is a meeting regarding Lac La Biche County business. Reimbursement for meal costs will be in accordance with clauses 6(a.), 6(b.), 6(c.) and 6(d).
- f. An incidental allowance of \$20.00 per day will be provided to cover gratuities and miscellaneous expenses while a Councillor is required to travel on County business.
- g. Hotel accommodations will require a receipt in order to be reimbursed. It is expected that the Councillor's hotel accommodations be in the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Councillor.
- h. Lac La Biche County will reimburse Councillors \$50.00 for private accommodations except for when the accommodation is a private dwelling of the Councillor in which case no reimbursement will be paid.
- i. If a Councillor's adult partner chooses to attend a County event, the resulting costs will be borne by the Councillor.

## **7. Registrations**

- a. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials Education Program courses or other similar functions shall be paid by the County.
- b. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials Educations Program courses or other similar functions will require a receipt in order to be reimbursed.
- c. Registrations are to be submitted to the designated municipal employee who will submit registrations and make hotel accommodations.

## **8. Signing Authority**

- a. The Chief Administrative Officer, or designate, is to ensure that remuneration and/or expenses are claimed in accordance with this policy. This means that Administration shall not be responsible to notify Councillors if eligible expenses are not claimed. It is the responsibility of the Councillor to ensure that they have claimed for all eligible expenses.
- b. The Chief Administrative Officer will bring to the attention of the Councillor any concerns with the Councillor's expense claims. Where remuneration or expenses

requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.

## **9. Administration**

- a. In accordance with Section 275.1(1) of the Municipal Government Act, one third of Councillors remuneration is deemed to be an allowance for expenses that are incidental to the discharge of the Councillor's duties. Therefore, one third of a Councillor's remuneration and expenses are non-taxable.
- b. Councillor remuneration and expense budgets are approved in the annual budget.
- c. If a Councillor exhausts the budget allocations for remuneration and expenses a Council resolution will be required to approve subsequent claims.
- d. Councillors must submit remuneration and expense claims within two months following the end of the month which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- e. Notwithstanding clause 9(d.) above, Councillors must submit all outstanding remuneration and expense claims within one month of closing of a budget year. This means that all expenses incurred prior to December 31 of a given year, must be submitted by January 31 of the next year.
- f. Councillor expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must be detailed; a credit card slip or statement will not be accepted for expense claim reimbursement.
- g. All approved Councillor remuneration and expense claim values will be posted on the Lac La Biche County website in an aggregate form as considered appropriate by the Chief Administrative Officer, or designate.
- h. The compliance of this policy is the responsibility of each individual Councillor in cooperation with the County Council as a whole.
- i. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of this policy.
- j. Should a Councillor wish to decline any of the eligible remuneration or expenses prescribed under this policy, the Councillor shall submit a written request to the Chief Administrative Officer, or designate, specifying the time frame or parameters of the cessation.

## **10. Other**

- a. Newly elected Councillors shall receive the established per diem and mileage rates for attendance at orientation meetings held prior to the organizational meeting.



## Schedule "A"

### Part 1 – Annual Honorarium

Councillors shall receive the following annual honorarium:

Mayor	\$47,000
Deputy Mayor	\$32,000
Councillor	\$27,000

### Part 2 – Honorarium Criteria

Councillors shall receive the annual honorarium for:

- Work within the ward with residents and businesses including communicating with residents and business owners.
- Preparation for Council and Committee meetings, including travel time to the County Office to pick up Council agenda packages.
- Informal meetings with the Chief Administrative Officer, or designate, to discuss County business.
- Attendance at social functions as dignitaries representing the County. This would include Remembrance Day Ceremonies, and grand openings within the County.
- Meetings with the Media. This would include Press Conferences and/or meetings.
- Attendance at functions for staff and Councillors, including Staff Barbecues, Christmas Parties and farewell lunches/dinners.

## **Schedule “B”**

### **Part 1 – Per Diem**

In addition to his/her honorarium, a per diem will be paid to a Councillor for meetings, conferences and seminars as listed:

- Attendance at Regular Council Meetings, Policy and Priority Committee Meetings, Strategic Sessions, Special Council Meetings, Organizational Meetings of Council and Council-Management Meetings.
- Attendance, as the Council representative, at all internal committee meetings of the County.
- Attendance, as the Council representative, at all external committee meetings of the County.
- Conferences, in accordance with the Councillor Conference Attendance Policy.
- AUMA & AAMDC Zone Meetings.
- Meetings with other municipalities, including Regional Mayor’s and Reeves meetings and Joint Council Meetings.
- Meetings with other government agencies and businesses, including meetings with the Province, School Division, Regional Health Authority and MLA Meetings.
- Public Planning meetings, not held as part of the regular Council Meetings. This includes Town Hall Meetings and Open Houses.
- Training Sessions, including orientation meetings prior to the Organizational Meeting, Assessment Review Board training, law seminars, etc.
- Grand openings outside the County, if formally invited to present a verbal or written presentation.
- AUMA & AAMDC Ad Hoc Committees, if no remuneration from AUMA or AAMDC.
- All other meetings, conferences and seminars as approved by the majority of Council.

### **Part 2 – Travel Remuneration**

A Councillor is eligible to submit travel claims for:

- Attendance at all meetings, conferences and seminars as listed in Schedule B Part 1 – Per Diem (above).