

	Council Policy		
	Classification Legislative		Policy No. CN 1.1
	Policy Title Council Remuneration		
	Approved By: Council	Effective Date: February 8, 2017	Revisions: February 14, 2018 January 9, 2019

References: *Procedural Bylaw*

Purpose

To provide terms and rate of payment of remuneration for members of Council during their terms on County of Stettler No. 6 Council.

Statement

The County of Stettler No. 6 believe that Councillors have a very important role to fulfill, and as such, should be compensated for their time spent carrying out Council business.

Procedure

1. Councillors will be compensated for the attendance at the following meetings:
 - a. Regular Council Meetings
 - b. Meetings of Committees and Boards as established by Council Resolution
 - c. Meetings of associated Committees and Board as established by Council Resolution
 - d. Conventions and Seminars approved by Council resolution or policy
 - e. Meetings authorized by Chief Administrative Officer and Reeve

2. **Remuneration**
Remuneration for meeting attendance shall be paid at the rates as set out in Schedule "A".

3. **Social Functions**
County Councillors may not charge per diems to attend social functions unless they are formally invited to attend the function on behalf of the County of Stettler No. 6 in an official capacity.

County Councillors may not charge per diems to attend recreational events unless those events are municipally sponsored. County Councillors may have their entry fee paid for non-municipal recreational events.

The philosophy to be used by Council to evaluate whether or not to bill for attendance at an event, is to answer the question; *“If I were not an elected official would I go?”* The role played by Council obviously changes, but if the Councillor would normally attend the event as a member of the community, then reimbursement should not be claimed.

4. **Committee/Board Conventions**

Council and the Chief Administrative Officer are authorized to attend the following functions and the registration of spouses in programs at these functions will be approved:

- a. Rural Municipalities of Alberta Spring and Fall Conventions
- b. Agricultural Service Board Convention
- c. Agricultural Service Board Tour
- d. Provincial Planning Conference
- e. Federation of Canadian Municipalities Conference
- f. Other functions as authorized by Council that Council members might attend outside the boundaries of the County of Stettler that require a representative to be absent overnight.
- g. Where possible, the per diems and expenses paid by the County of Stettler No. 6 will be billed to the respective organization.

Remuneration for convention expenses will be paid at the rates set out in Schedule “A”.

5. **Councillor Fee Sheets**

- a. Councillor Fee Sheets for meeting and convention attendance and mileage (recorded in kilometers) are to be completed and returned to the office by the fourth Thursday of each month.
- b. All Councillor Fee Sheets require the approval of the Chief Administrative Officer.
- c. All Councillor Fee Sheets and Personal Expense Claims are to be received as information by Council.
- d. Payments to Councillors will be issued monthly.

6. **Supervision Fees**

- a. Supervision Fees are in lieu of time and all expenses pertaining to ratepayers concerns, road inspection associated to each Councillor’s ward activities in the County of Stettler No. 6.
- b. Supervision Fees will be paid monthly.

7. **Expense Claims**

Expense claims for other than those items listed previously, i.e., hotel rooms, meals, etc. (as per Schedule “A” or authorized by the Chief Administrative Officer), are to be submitted to Accounts Payable accompanied by receipts.

8. **General Regulations**

- a. Claim round trip mileage from the residence to the destination approved.
- b. Traveling time is to be included in the per diem charge for the meetings.
- c. All meetings are to be claimed to the nearest half day (up to 4 hours).
Over 4 hours and up to 8 hours to be claimed as a full day.
- d. Evening meetings are to be claimed as half day meetings.
- e. Meals will not be reimbursed for meetings or conventions where meals are supplied.

Policy Authorization

Effective Date	Type of Review	Authorization	Resolution Number
February 8, 2017	Amendment	Council	50.02.08.17
February 14, 2018	Amendment	Council	49.02.14.18
January 9, 2018	Amendment	Council	06.01.09.19

SCHEDULE "A"

RENUMERATION, ALLOWANCES AND TRAVEL EXPENSE REIMBURSEMENT

COUNCIL:

Meeting Per Diems

Meeting of 4 hours or longer duration	\$275.00
Meeting of less than 4 hours duration	\$200.00

Convention Per Diems

Full Day Attendance (4 hours or longer)	\$275.00
One Half Day Attendance (4 hours or less)	\$200.00

Preparation/Supervision Days

Per Councillor	\$800.00 per month
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Allowances

Reeve	\$650.00 per month
Deputy Reeve	\$250.00 per month

Travel Expenses

Airfare, Taxi Service and Parking Fees	Incurred Costs
Hotels	Incurred Costs
Mileage per kilometer rate	\$.58 per kilometer (first 5,000 km) \$.52 per kilometer (after 5,000 km)

(Canada Revenue Agency recommended rates - Council and employees are encouraged to travel together whenever possible or to take a County Vehicle.)

Meal Allowance

Please note that the County will not reimburse for any liquor costs unless approved under special circumstances. Receipts are required to claim any meal allowances, up to the maximum daily allowance.

Maximum Daily Allowance: \$65.00