

	Council Policy		
	Classification Legislative		Policy No. CN 1.6
	Policy Title Member at Large and Committee Member Remuneration		
	Approved By: Council	Effective Date: October 10, 2010	Revisions: January 31, 2013 October 14, 2015 February 14, 2018

Purpose

To establish a guideline for the County of Stettler No. 6 Members at Large and Appointed Committee Representatives remuneration.

Statement

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

Procedure

General Guidelines

1. Representatives appointed by the County of Stettler No. 6 Council to act on behalf of the County Council as representatives or members of associations, commissions and organizations may claim mileage and one (1) per diem per month for meetings and/or workshop at the rates as set out in Schedule "A", if they are not paid by that association and have been approved through a County of Stettler No. 6 resolution.
2. Representatives appointed by the County of Stettler No. 6 Council to act on behalf of Council may attend conferences and/or conventions with prior approval of Council or Reeve and Chief Administrative Officer, and will be compensated at the rates as set out in Schedule "A".
3. ARB Fee Sheets for meeting attendance and mileage (recorded in kilometers) are to be completed and returned to the County Office for payment within 30 days of the ARB meeting.

4. All Fee Sheets and Expense Claims require approval of the Chief Administrative Officer.
5. Payments to Committee or Board Members will be issued monthly.
6. 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.
7. Claim round trip mileage from the residence to the destination approved.
8. Traveling time is to be included in the per diem charge for the meetings.
9. 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.
10. Evening meetings are to be claimed as half day meetings.

Subdivision and Development Appeal Board Guidelines

11. Members at Large of the Subdivision and Development Appeal Board (SDAB) will receive compensation for their time spent in attendance at SDAB meetings and training sessions at the rates as set out in Schedule "A".
12. Expert members (with professional designations) will receive compensation for their time spent in attendance at SDAB meetings at the rates as set out in Schedule "A".

Assessment Review Board Guidelines

13. Members at Large of the Assessment Review Board (ARB) will receive compensation for their time spent in attendance at ARB meetings and training sessions at the rates as set out in Schedule "A".
14. Expert members will receive compensation for their time spent in attendance at ARB meetings at the rates as set out in Schedule "A".

Rural Recreation Board Guidelines

15. Members appointed to the Rural Recreation Board by Community Associations are compensated for their time and travel on a per meeting basis. This amount is outlined in Schedule "A".

Rural Crime Prevention Committee Guidelines

16. Members appointed to Rural Crime Prevention Committee by council are compensated for their time and travel on per meeting basis. This amount is outlined in Schedule "A".

Policy Authorization

Effective Date	Type of Review	Authorization	Resolution Number
October 14, 2015	Amendment	Council	272.10.14.15
December 13, 2017	Reformat	CAO	
February 14, 2018	Amendment	Council	50.02.14.18

SCHEDULE "A"

RENUMERATION, ALLOWANCES AND TRAVEL EXPENSE REIMBURSEMENT

Meeting Per Diems

Meetings of 4 hours or longer duration	\$200.00
Meetings of less than 4 hours duration	\$150.00
Rural Recreation Board	\$50.00
Rural Crime Prevention Committee	\$50.00

Training Sessions/Convention Per Diems

Full Day Attendance (4 hours or longer)	\$200.00
One Half Day Attendance (4 hours or less)	\$150.00

Expert Members

Per Hour	\$125.00 plus expenses
Minimum Charge per meeting	\$500.00 plus expenses
	Or as otherwise authorized by the CAO

Travel Expenses

Airfare, Taxi Service and Parking Fees	Incurred Costs
Hotels	Incurred Costs
Mileage per kilometer rate	\$.54 per kilometer (first 5,000 km) \$.48 per kilometer (after 5,000 km)
	(Canada Revenue Agency recommended rates)

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