

# Town of High Level

## Policy 230-10

---

**Title:** Council Remuneration, Per Diem, Expense and Benefits

Authority: Council

Date: 2021/11/22

Rescinds: N/A

Revision: 5.0

Status: Active

Attachments: Schedule A - Council Payments, Per Diems and Hourly Rates

### 1. Purpose of Policy

The purpose of this policy is to provide clear conditions and guidelines for the payment of remuneration, per diem and reimbursement of expenses to Members of Council for their attendance at Town related meetings, appointments, seminars, visitations, training sessions and for their time spent on preparation, tasks, reports, etc.

### 2. Definitions

Any words or phrases with specific definitions listed below are identified throughout the Policy by being formatted as bold and italic text.

“***Regular Council Meeting***” means regularly scheduled meetings of Council as set out at the Organizational Meeting of Council.

“***Special Council Meeting***” means a meeting as defined in section 194 of the Municipal Government Act, RSA, 2000, Chapter M-26 as amended.

“***Committee Meeting***” means meetings of those committees, boards, authorities, and commissions that Elected Officials have been appointed to at the Organizational Meeting of Council or by Council resolution.

“***Committee of the Whole Meeting***” means regularly scheduled planning meetings as set out at the Organizational Meeting of Council.

“***Town’s Official Representative at Local Functions***” means attending a local function when delegated by Council to do so.

### 3. Meetings Defined

3.1. For purposes of remuneration for meeting honoraria, meetings shall be defined as including the following:

- a. Any ***Regular Council Meeting, Committee of the Whole Meeting*** or ***Special Council Meeting***.
  - b. Any Council ***Committee Meeting*** or meeting of a quasi-judicial board.
  - c. Any public hearing or public meeting called by Council.
-

**Town of High Level**  
**Council Remuneration, Per Diem, Expense and Benefits**

---

- d. Any meetings of any outside board or agency to which a Councillor has been appointed to by resolution of Council.
- e. Any meeting; workshop; conference; convention; or course that the Councillor has been authorized by Council to attend.
- f. Any special event that the Mayor (or appointee) has been requested to attend as official representative of the Town of High Level as authorized by Council.
- g. Exceptional travel time as defined in the Travel and Subsistence Reimbursement Policy.

**4. Conferences, Workshops, and Other Events**

- 4.1. Pre-authorization for attendance to events by way of invitation must be approved by Council.
- 4.2. If timelines do not allow for Council approval, the Mayor may approve attendance to an event in which the Councillor has been invited.
- 4.3. When conferences, workshops, or other events include a specific formal entertainment function, the cost for attendance only to such a function may be covered for one (1) companion in addition to the individual attending on behalf of the Town of High Level, up to a maximum listed in **Schedule A** per Councillor per year.

**5. Approval of Expense Claim Forms**

- 5.1. Approval of all remuneration and expense claim forms shall be as follows:
  - a. Claims by the Mayor and Council members shall be approved by the Chief Administrative Officer in accordance with this policy.
  - b. All Council expenditures approved under this policy will be allocated to the approved Council budget.
  - c. In the event of a dispute over approval of Councillor Per Diem or expense claims, an appeal may be made to Council, whose decision shall be final.

**6. Guidelines**

- 6.1. Monthly Remuneration Payment
  - a. The Mayor, Deputy Mayor and Councillors shall receive a monthly remuneration payment as defined in **Schedule A** attached.
  - b. This monthly remuneration payment shall be considered remuneration for the following:
    - i. Attendance at **Regular Council Meetings** and **Committee of the Whole Meetings**.
    - ii. All preparation time required for all meetings.
    - iii. All time spent on appointments, visitations, tasks, and reports relating to the Mayor's, Deputy Mayor's, or Councillor's assigned committees, boards, or general Town of High Level business.

**Town of High Level**  
**Council Remuneration, Per Diem, Expense and Benefits**

---

- iv. When acting for the Mayor, the Deputy Mayor or Acting Mayor may claim per diems in addition to their normal allocation.
- c. Absences from meetings listed in 6.1.b. without providing a reasonable excuse for the absence shall result in the Monthly Remuneration Payment being reduced by the per meeting absence rate listed in **Schedule A** attached. Approving authorities (Mayor/Chief Administrative Officer) may deduct the per meeting absence rate for meeting absences that do not appear reasonable under the circumstances.

6.2. Per Diem Payment

- a. The Mayor, Deputy Mayor, and all Councillors shall receive additional remunerations or per diem as follows:
  - i. For attendance at any *Special Council Meeting* that might be called from time to time.
  - ii. Attendance at all budget meetings.
  - iii. For attendance at other meetings or for other purposes which have been approved by resolution of Council which are not listed in 6.1 b.
  - iv. For attendance at regularly assigned *Committee Meetings*, except where the committee remunerates the Mayor, Deputy Mayor or Councillors directly.
  - v. For attendance as the *Town's Official Representative at Local Functions*.
  - vi. For attendance at seminars, training sessions, conventions and summits which have been approved by the resolution of Council.
- b. Remuneration or per diem received for these purposes shall be paid at an hourly rate defined in **Schedule A** attached at:
  - i. A minimum of 2 hours per meeting.
  - ii. Up to a maximum of 10 hours per day.
  - iii. Travel time to and from out of Town of High Level meetings, seminars, training sessions, conventions and summits shall be included in the calculation of time spent in meeting attendance.
- c. Remuneration or Per Diem shall not be paid for attendance at such activities as:
  - i. Golf Tournaments.
  - ii. Openings.
  - iii. General Public Appearances.
  - iv. Community events such as Canada Day, Remembrance Day.
  - v. Staff functions.
  - vi. Attendance at regularly assigned Committee Meetings where the committee remunerates the Mayor, Deputy Mayor or Councillors directly.
  - vii. Other social events.

6.3. Timesheets

- a. The Mayor, Deputy Mayor and all Councillors shall be required to submit a timesheet for each pay period on a standard form which may be amended from time to time.
- b. These timesheets shall include the following information:
  - i. Date of the meeting, seminar, training session, convention, etc.

**Town of High Level**  
**Council Remuneration, Per Diem, Expense and Benefits**

---

- ii. Description and purpose of the meeting, seminar, training session, convention, etc.
- iii. Total time attending and travelling to and from the meeting, seminar, training session, convention, etc.

6.4. Expense Claims

- a. A detailed receipt must accompany all expenses, except mileage. Failure to provide such may result in a denial of the expense. These expenses may also be covered as part of the government per diem.
- b. Some expenses that are not eligible and will not be reimbursed by the Town are:
  - i. Alcohol (at Mayors discretion).
  - ii. Credit card interest charges.
  - iii. Golf fees, cart rental.
  - iv. Headphones on airlines.
  - v. Movies (either in room or at the theatre).
  - vi. Personal Bar bills.
  - vii. Personal books, magazines, or other entertainment.
  - viii. Personal travel taken during business trip.
  - ix. Political or charitable contributions.
  - x. Spouse's expenses if accompanying on trip.
  - xi. Traffic citations (parking tickets or fines).
  - xii. Transportation expenses for meetings attended in person located less than 25 kilometres outside of the Town of High Level corporate limits.
- c. 6.4 b. is not an all-inclusive list. Approving authorities (Mayor/Chief Administrative Officer) may decline approval for any cost that does not appear reasonable under the circumstances.

6.5. Expense Payments

- a. Members of Council shall be reimbursed for their town related expenses in accordance with the Town of High Level Travel and Subsistence Reimbursement Policy.

6.6. Adjustment to Expense Rates

- a. Meal and mileage rates shall be adjusted from time to time to match those rates set by the Government of Alberta in the Travel, Meal and Hospitality Expenses Policy.

6.7. Expense Claim Form

- a. The Mayor, the Deputy Mayor, and all Councillors, shall be required to submit an expense claim form for any expenses incurred.
- b. These expense forms shall include the following information:
  - i. Date the expense was incurred.
  - ii. Description, purpose, and details of the expense.
  - iii. Actual receipts must be submitted.
  - iv. Credit card slips will not be accepted.

**Town of High Level**  
**Council Remuneration, Per Diem, Expense and Benefits**

---

6.8. Benefits

- a. The Town shall provide life and injury insurance coverage for members of Council for coverage while on Town Business under the Alberta Urban Municipalities Association insurance program.

6.9. Public Members Appointed to Council Committees

- a. Public members appointed to Council Committees will be paid at an hourly rate defined in **Schedule A** attached, for a maximum 8 hours per day per meeting plus transportation expenses as per the rates set by the provincial government for any meetings attended in person located more than 25 kilometres outside of the Town of High Level corporate limits.
- b. Individuals must submit time sheets and expense claim forms as laid out in 6.3 and 6.7 above.

6.10. Review of this Policy

- a. This policy and remuneration rates will be reviewed and updated every four years by a Council Remuneration Task Force.

**6. Revision History**

<i>Rev. No.</i>	<i>Date</i> <i>(YYYY/MM/DD)</i>	<i>Description</i>	<i>Status</i>
1.0	2010/09/13	Resolution 336-10	Replaced
2.0	2013/10/15	Resolution 421-13	Replaced
3.0	2017/10/12	Resolution 341-17	Replaced
4.0	2020/12/07	Resolution 456-20	Active
5.0	2021/11/12	Review by Council Remuneration Task Force	Draft
	2021/11/22	Resolution 409-21	Active

**Town of High Level**  
**Council Remuneration, Per Diem, Expense and Benefits**

---

**Title:** Schedule A - Council Payments, Per Diems and Hourly Rates

Date: 2021/11/12  
Revision: 1.0  
Status: Draft

**1. Monthly Remuneration Payment**

<b>Monthly Remuneration Payment</b>	<b>Rate</b>
Mayor	\$ 2 000.00
Deputy Mayor	\$ 1 200.00
Councillor	\$ 1 000.00
Unexcused Absence from Meeting Deduction	\$ 200.00

**2. Per Diem Payments**

<b>Per Diems</b>	<b>Rate</b>
Council Member Hourly Rate	\$ 37.50
Public Member of Council Committee Hourly Rate	\$ 37.50

**3. Councillor Companion Attendance**

<b>Expense</b>	<b>Annual Maximum</b>
Attendance of Formal Entertainment Function Costs	\$ 200.00

**4. Revision History**

<i>Rev. No.</i>	<i>Date</i> (YYYY/MM/DD)	<i>Description</i>	<i>Status</i>
1.0	2021/11/12	Review by Council Remuneration Task Force	Draft
	2021/11/22	Resolution 409-21	Active