



**TOWN OF HIGH LEVEL
COUNCIL REMUNERATION, PER DIEM, EXPENSE AND BENEFITS
POLICY NO. 230-10**

Authority:	Council
Council Motion:	336-10
Date Approved:	September 13, 2010
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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.

Definitions

In this Policy:

- a) **“Regular Council Meeting”** means regularly scheduled meetings of Council as set out at the Organizational Meeting of Council.
- b) **“Special Council Meeting”** means a meeting as defined in section 194 of the Municipal Government Act, RSA, 2000, Chapter M-26 as amended.
- c) **“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.
- d) **“Committee of the Whole Meeting”** means regularly scheduled planning meetings as set out at the Organizational Meeting of Council.
- e) **“Town’s Official Representative at Local Functions”** means attending a local function when delegated by Council to do so.

Meetings Defined

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

- a) Any regular or special meeting of Council;
- b) Any meeting of a Council committee or quasi-judicial board;
- c) Any public hearing or public meeting called by Council;
- 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 his 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

Conferences, Workshops, And Other Events

1. Pre-authorization for attendance to events by way of invitation must be approved by Council.
2. If time lines do not allow for Council approval, the Mayor may approve attendance to an event in which the Councillor has been invited.
3. When conferences, workshops, or other events include a specific formal entertainment function (eg: AUMA Conference Council Dinner; LGAA Banquet), 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 of \$200.00 per Councillor per year.

Approval of Expense Claim Forms

Approval of all remuneration and expense claim forms shall be as follows:

- a) Claims submitted by the Mayor shall be approved by the CAO in accordance to this policy.
- b) Claims submitted by the Councillors shall be approved by the CAO in accordance to this policy.
- c) All Council expenditures approved under this Policy will be allocated to the approved Council budget.
- d) In the event of a dispute over approval of conference attendance or expense claims, an appeal may be made to Council, whose decision shall be final.

Guidelines**A. Monthly Remuneration Payment:****1. The Mayor shall receive a monthly allowance of \$ 1500.00. This monthly payment shall be considered remuneration for the following:**

- a) Attendance at regularly scheduled Council meetings;
- b) Attendance at budget meetings;
- c) Any and all preparation time required for all meetings;
- d) Any time spent on appointments, visitations, tasks, and reports relating to the Mayor's assigned committees, boards, or general town business;
- e) Up to four appearances per month at local functions as the Town's Official Representative.

2. The Deputy Mayor shall receive a monthly allowance of \$900.00. This monthly payment shall be considered remuneration for the following:

- a) Attendance at regularly scheduled Council meetings;
- b) Attendance at all budget meetings;
- c) Any and all preparation time required for all meetings
- d) Any and all time spent on appointments, visitations, tasks, and reports relating to the Deputy Mayor's assigned committees, boards or general town business.
- e) Up to four appearances per month at local functions as the Town's Official Representative.

(When acting for the Mayor, the Deputy Mayor or Acting Mayor may claim per diems in addition to his normal allocation.)

3. Councillors shall receive a monthly allowance of \$750.00. This monthly payment shall be considered remuneration for the following:

- a) Attendance at regularly scheduled Council meetings;
- b) Attendance at all budget meetings;
- c) Any and all preparation time required for all meetings;
- d) Any and all time spent on appointments, visitations, tasks, and reports relating to the Councillors assigned committees, boards or general town business.
- e) Up to four appearances per month at local functions as the Town's Official Representative.

B. Per Diem Payment:**1. The Mayor, the Deputy Mayor and all Councillors shall receive additional remunerations or per diem as follows:**

- a) For attendance at any special Council meeting that might be called from time to time;
- b) For attendance at other meetings or for other purposes which have been approved by resolution of Council;
- c) For attendance at regularly assigned committee meetings;
- d) For attendance at seminars, training sessions, conventions and summits which have been approved by the resolution of Council;

2. Remuneration or per diem received for those purposes set out in above section 1 shall be paid as follows:

- a) At a rate of \$150 for meetings lasting 4 hours or less
- b) At a rate of \$250 for meetings lasting longer than 4 hours (with a \$250 daily maximum regardless of number of meetings)
- c) Travel time to out of town meetings, seminars, training sessions, conventions and summits shall be included in the calculation of daily remuneration per diem; (with a \$250 daily maximum)

3. Per Diems will not be paid for attendance at such activities as:

- a) Golf Tournaments
- b) Openings
- c) General Public Appearances
- d) Community events such as Canada Day, Remembrance Day
- e) Staff functions
- f) Other purely social events

C. Timesheets

The Mayor, the Deputy Mayor and all Councillors shall be required to submit a time sheet for each pay period on a standard form which may be amended from time to time.

These time sheets shall include the following information:

- a) Date of the meeting, seminar, training session, convention, etc;
- b) Description and purpose of the meeting, seminar, training sessions, convention, etc;
- c) Total time attending and traveling to, and home from, the meeting, seminar, training, session, convention, etc.

**D. Expense Claims
Substantiation Requirements**

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.

Disallowed Expenses

There are some expenses that are not eligible and will not be reimbursed by the Town.

Examples include:

- Alcohol (at Mayors discretion)
- Credit card interest charges
- Golf fees, cart rental
- Headphones on airlines
- Movies (either in room or at the theatre)
- Personal Bar bills
- Personal books, magazines or other entertainment
- Personal travel taken during business trip
- Political or charitable contributions
- Spouse's expenses if accompanying on trip
- Traffic citations (parking tickets or fines)

This is not an all-inclusive list. Approving authorities (Mayor/CAO) may decline approval for any cost that does not appear reasonable under the circumstances.

E. Expense Payments:

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

F. Adjustment to Expense Rates:

Meal and mileage rates shall be adjusted from time to time to match those rates set by the Provincial Government.

G. Expense Form:

The Mayor, the Deputy Mayor and all Councillors, shall be required to submit an expense form for any expenses incurred. These expense forms shall include the following information:

- a) Date the expense was incurred;
- b) Description, purpose and details of the expense;
- c) Actual receipts must be submitted. Credit card slips will not be accepted.

H. Benefits:

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.

I. Spouses/Partners

When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Council Expense budget.

J. Remuneration Review

Remuneration rates will be reviewed and updated every four years.

K. Public Members Appointed to Council Committees

Public members appointed to Council Committees will be paid \$25.00 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. Individuals must submit an expense claim.

	RESOLUTION	DATE
Adopted	336-10	September 13, 2010
Amended	421-13	October 15, 2013
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