

COUNCIL POLICY

Honorariums, Per Diems and Expenses

Policy #: A-14-2024

Section: Administration

Rescind Policy #: A-14-2023

Legislative Reference: MGA

1. PURPOSE

1.1 Council desires to establish a policy for monetary compensation for Councillors, council-appointed Members at Large and Staff for their time and out-of-pocket expenses while on official municipal business.

2. DEFINITIONS

2.1 In this Policy:

- a. "Member at Large" refers to a member of the public appointed by Council to carry out a specific item of business on behalf of the municipality.
- b. "Municipal Business" shall be used within this document to mean any business approved by Council including but not limited to committee meetings, special, regularly scheduled and unscheduled council meetings, seminars, conventions, commissions, and workshops.

3. HONORARIUMS & PER DIEMS

3.1 Monthly honorariums shall be paid to each Councillor for their time, and their preparation for attendance at regularly scheduled council meetings, Honorariums are as follows:

- a. Mayor \$650.00 per month
- b. Councillor \$450.00 per month

3.2 Councillors and Members at Large in attendance at meetings approved by Council for the purpose of Municipal Business shall be paid as follows:

- a. Seventy-five (\$75.00) dollars per meeting that is less than sixty minutes. (In person and virtual)
- b. One hundred and fifty dollars (\$150.00) per meeting within the Smoky Lake County boundary. (In person and virtual)
- c. One hundred and seventy-five dollars (\$175.00) per meeting outside the Smoky Lake County boundary for up to four (4) hours. (In person)

3.3 Where the allocated time for a meeting expires before the approved agenda has been completed, the meeting must be recessed and reconvened within seven (7) business days of the original Call to Order to complete the contents on the agenda. The reconvened meeting will be considered a new meeting of Council and shall be paid as per Section 3.2 for the meeting.

3.4 Any Regular, Special Council Meeting or Council-approved event scheduled for more than four (4) hours will be considered an all-day meeting; therefore, Council will be paid two hundred and fifty (\$250.00) dollars for the meeting. (In person and virtual)

3.5 Council members who attend an organization's annual general meeting, but are not assigned to the committee, will still be eligible to receive a per diem as per policy subject to a valid membership with the Town of Smoky Lake.

4.0 MILEAGE AND TRANSPORTATION

4.1 A Councillor, Staff or Member at Large who uses their personal vehicle on municipal business mileage shall be paid at a rate of sixty-one cents (\$0.61) per kilometer.

4.2 Transportation expenses for taxis, buses, public transit and parking shall be reimbursed to Councillors, Staff and Members at Large on municipal business with the submission of receipts.

4.3 Councillors are eligible to claim one hundred and seventy-five dollars (\$175.00) per diem for required travel of 200 km or greater on the day before to attend meetings, conventions/conferences and / or functions.

5.0 ACCOMMODATIONS

5.1 Where a Councillor, Staff or a Member at Large is required to travel on municipal business and stay overnight away from his/her regular place of residence then he/she may claim:

- i. reimbursement of the cost of a hotel, motel, guesthouse, Inn or other similar establishment, with a submitted receipt to a maximum of one hundred and fifty dollars (\$150.00) per night;
- ii. or reimbursement at the full cost of accommodation when booked by Town staff;
- iii. or an allowance of fifty dollars (\$50.00) per night when an accommodation receipt is not provided.

6.0 MEAL AND COMMUNICATIONS ALLOWANCE

6.1 Councillors, Staff and/or Members at Large while on municipal business may claim meal expenses on a municipal expense form:

- i. reimbursement based on a submitted receipt (including up to a 15% gratuity);
- ii. or amounts based on the following schedule where receipts are not submitted:
 1. Breakfast - \$20.00
 2. Lunch - \$20.00
 3. Dinner - \$35.00

6.2 The cost of alcoholic beverages will not be reimbursed.

6.3 Meal claims will be based on reasonable travel times to get to and return from meetings and/or

the commencement and conclusion times of meetings.

6.4 Meal allowances will not be provided to spouses, partners, or other persons not specifically approved by Council.

6.5 Councillors are eligible for a telephone allowance in the amount of fifty dollars (\$50.00) per month.

6.6 All Councillors are provided with tablets or laptop computers for the duration of their term as Councillors for the Town of Smoky Lake. Charges related to mobile data for these tablets / laptops shall be paid for by the Town.

7. POLICY STATEMENT

7.1 No expenses other than those listed in this policy may be claimed without a resolution of council.

a. Additional expenses for Council Committees, other than board meetings, must be requested to Council for reimbursement prior to the event or it will be denied.

b. Training requests must be approved by Council for reimbursement prior to training or they will be denied.

c. Event invitations that are received between Council Meetings, which take place before another meeting and cannot be approved in advance, may be approved at the discretion of Council.

7.2 Municipal Remuneration and Expense report forms will be signed by:

a. The Mayor (or Deputy Mayor in the Mayor's absence) for Council;

b. The Deputy (or another Councillor in the Deputy Mayor's absence) for the Mayor;

c. The Mayor (or the Deputy Mayor in the Mayor's absence) for the Chief Administrative Officer (CAO);

d. The CAO for all staff and Members at Large.

7.3 Copies of Councillor Municipal Remuneration and Municipal Expense Report Forms will be made available for public viewing in the Town Office.

7.4 When Council appoints a primary representative and an alternate, the alternate shall only be paid by Council motion.

7.5 If the alternate representative attends a Committee or Board meeting in place of the primary representative, the alternative representative is paid the per diem.

7.6 When a Councillor appointed primary representative or an alternate attends a Committee of Council, or a Committee or Board they are appointed to but finds it necessary to leave before the end of the meeting, the representatives shall be paid the per diem for attending the meeting.

7.7 Honorariums and Expense claims shall be submitted on a timely basis.

	DATE	RESOLUTION NUMBER
Approved	Nov 13, 2015	582-15
Amended	October 25, 2017	2702/17
Amended	December 5, 2017	2803/17
Amended	October 23, 2018	3706/18
Amended	October 22, 2019	744-19
Amended	November 5, 2019	767-19
Amended	February 2, 2021	082-2021
Amended	June 13, 2022	461-2022
Amended	October 30, 2023	625-2023
Amended	September 23, 2024	510-2024
Amended	October 21, 2024	537-539-2024

Original Signed

Amy Cherniwchan
Mayor

Original Signed

Dawn Phillips
Chief Administrative Officer