

	<b>COUNCIL POLICY</b>	
	<b>REMUNERATION TO MEMBERS OF COUNCIL</b>	
	<b>Policy Type: Legislative</b>	<b>L2-15</b>

**DEFINITIONS:**

“Seminar” – A short presentation on a specific topic

“Conference” – A broader range of topics to be discussed which would be of interest to a common user group

“Workshop” – A very specific topic where everyone is expected to participate

“Travel Time” – Shall be the time a member left town until the member returns to town.

**Base Honorarium**

1. Mayor - \$1,600.00 per month – paid monthly
2. Councillors - \$1,000.00 per month – paid monthly
3. The remuneration will be adjusted yearly based on Cost of Living Allowance (COLA)
4. Mayor and Councillors
  - a. When attending seminars, conferences or workshops, a per diem rate will be paid on the following basis:
    - i. Meetings up to 2 Hours \$40.00
    - ii. Meetings up to 4 Hours \$90.00
    - iii. Meetings that are 4 Hours or more \$180.00
    - iv. These rates shall be paid prior to leaving, if requested.
  - b. Per Diem should not exceed the budgeted amount per year per Councillor. In the event that a Councillor does not have sufficient funds within their current budget, permission from Council inquiring if the event will be subsidized is required. Funds for the subsidized event will be at the discretion of Council.
  - c. Appointments to boards and outside committees that provide remuneration to members need to be balanced by availability and are to be evaluated at the Organization Meeting held prior to the second Council Meeting in October of each year. Alternates are to be given the opportunity to either accompany the designate or attend in the stead to give the alternate experience.
  - d. There can be no claim for regular meetings of Council or if the Councillor is paid by an outside body.

Document History

Policy Adopted	March 25, 2015
Policy Revised and Adopted	
Policy Repealed	
Policy Reviewed	March 25, 2020

	<b>COUNCIL POLICY</b>	
	<b>REMUNERATION TO MEMBERS OF COUNCIL</b>	
	<b>Policy Type: Legislative</b>	<b>L2-15</b>

**Travel Expenses and Honorariums from Outside Bodies**

5. If the Mayor and Council are attending a seminar, conference or workshop they may undertake the following:
  - a. They may charge against credit cards to a maximum of \$75.00 per day for meals and incidentals to an accrued total. Receipts must be submitted. If the charge is over the specified amount, the Mayor/Councillor must reimburse the Town of Gibbons.
  - b. Conference attendees are granted authority to exceed the meal allowance maximum in circumstances where meals are not included. Meal receipts must be supplied.
6. Mileage will be paid at the rate ESTABLISHED BY the Government of Alberta. The rate will be checked each year on April 1.
7. Travel expenses such as mileage and per diems for meals in the absence of a receipt should follow the Government of Alberta standard.

**Budgets and Submission of Expenses**

8. All expenses must be submitted to the office by the fifteenth (15<sup>th</sup>) of each month or the last business day prior to it in order for payment to be made by the end of that month.
9. Councillors may request an advance from their honorarium, with the advance not to exceed one month's honorarium value. Advances may be granted not more than twice within a calendar year.
10. The Town of Gibbons wishes to identify a means of reimbursing Councillors for miscellaneous expenses while performing Council business. Therefore, it is deemed that 1/3 of all annual remuneration paid to Council is a reimbursement of expenses above and beyond any other amounts claimed or paid by the municipality on behalf of Council.

**Illness and Leave of Absence**

11. In the event of a planned absence of more than 2 consecutive meetings, the member must request a leave of absence to be approved by Council. Unplanned absences due to emergencies or illness should be approved on a case by case basis by Council. Unapproved absences more than 2 consecutive meetings may result in the suspension of the Councillor's honorarium.

**Policy Review**

12. This policy shall be reviewed by a Council appointed Citizen's Group (made up of Rate Payers of the community at large) from time to time to ensure a fair and equitable remuneration and policy.

Document History

Policy Adopted	March 25, 2015
Policy Revised and Adopted	
Policy Repealed	
Policy Reviewed	March 25, 2020