



Honorariums, Fees and Expenses

Policy No.: 01-05

Effective Date: 10/10/2023

Approval Date: 10/10/2023

Revision Date: 10/10/2023

Resolution No.: 245-2023

PURPOSE:

To establish the honorariums and fees for Council members, Administration and appointments by Council.

DEFINITIONS:

Honorariums – are set amounts paid per meeting, for activities such as scheduled meetings, regular and special council meetings, workshops, education sessions, conventions, approved committee meetings.

Allowances – are paid to Mayor and Councillors. This is for brief or unscheduled activities, meeting with electorate, social activities, home officer and all other miscellaneous activities in the routine of being elected.

Expenses – are reimbursed at set rates for mileage, accommodations, and meals

POLICY:

1. The Mayor's Allowance shall be \$6,000.00 per year (prorated monthly) for the brief or unscheduled activities, meeting with electorate, social activities, home office and all other miscellaneous activities in the routine of being elected.
2. Councillors allowance shall be \$3,000.00 per year, (prorated monthly) for the brief or unscheduled activities, meeting with electorate, social activities home office and all other miscellaneous activities in the routine of being elected.
3. The honorarium for attendance of Regular and Special Council meetings shall be \$100 per meeting to a maximum of three, 4-hour meetings per day (morning, afternoon, evening).
4. The honorarium for Seminars and Committee meetings; to which the member has been appointed, providing no other remuneration is received, and a valid written report is presented to Council, shall be \$200 for a full day (8 hours) session or \$100 per ½ day (4 hours), to a maximum of three 4-hour meetings per day (morning, afternoon, evening).

5. Anyone appointed by Council, receiving remuneration, honorarium or expenses, shall provide valid written reports to the CAO for presentation to Council.
6. In the event that special circumstances occur, Council shall decide on the matter prior to the event, or where short notice may occur, immediately after.
7. Expense records claims shall be presented to CAO, and then reviewed with Mayor, amended if required and payment made, then presented to Council for ratification in APR.
8. Cancellation fees applicable to workshops, conventions, special events shall be paid by each individual Councillor. Councillor may appeal to Council.
9. In the event of dispute over honorariums, fees or expenses, the matter shall be taken up with the Mayor and C.A.O., if not resolved it shall be taken to council.
10. Councillors will remit expense forms on the 15th of March, June, September and December.

Council Remuneration Rates:

Mayor's Annual allowance	\$6,000.00
Councillors Annual allowance	\$3,000.00
Council and committee meetings	\$100.00
Per Diem, full day	\$200.00
Per Diem, part day	\$100.00
Travel rate	As per the federal mileage rates (\$0.68 in 2023)
Subsistence rate (includes lodging, meals, parking and all related expenses)	\$300.00/day \$150.00/half-day

Policy History:

Policy Revised	02/22/2022
Policy Revised	06/28/2022
Policy Revised	10/10/2023

Schedule A

2023/2024 Council Appointed Committees

Committee	Appointee	Per Diem Paid (to Council Member)	Per Diem Paid by Whom?	Mileage Paid? (By Whom?)	Is top up allowed Per Diem/Mileage? By Whom?	Per Diem vs. Honorarium		How often does committee meet?
						PD	H	
Oldman River Regional Service Commission	Deputy Mayor de Leeuw Alt. Councillor Mans	As per Town Policy	Town	0.68/km Town	N/A	X		
Subdivision & Development Appeal Board	N/A	As per Committee	Oldman River Regional Service Commission	As per Committee	N/A	X		
Assessment Review Board	Mayor Boeder	As per Committee	Oldman River Regional Service Commission	As per Committee	N/A	X		
Municipal Planning Commission	All Council	As per Town policy	Town	N/A	N/A	X		
Lethbridge Regional Waste Management Services Commission	Councillor Oudshoorn Deputy Mayor de Leeuw	As per Committee	Lethbridge Regional Waste Management Services Commission	As per Committee	N/A	X		

Community Futures	Councillor Mans	As per Town policy	Town	0.68/km Town	N/A	X		
Emergency Services Committee	Deputy Mayor de Leeuw Mayor Boeder	As per Town policy	Town	N/A	N/A	X		
Barons-Eureka-Warner Family and Community Support Services	Councillor Jensen	As per Committee	Barons-Eureka-Warner Family and Community Support Services	As per Committee	N/A	X		
Financial Audit Committee	All Council	As per Town policy	Town	N/A	N/A	X		
Human Resources & Negotiating Committee (CUPE)	Councillor Oudshoorn Councillor Mans Mayor Boeder	As per Town policy	Town	0.68/km Town	N/A	X		
Inter Municipal Development Committee	Mayor Boeder Deputy Mayor de Leeuw	As per Town policy	Town	0.68/km Town	N/A	X		
Mayors and Reeves Association	Mayor Boeder	As per Town policy	Town	0.68/km Town	N/A	X		
Chinook Arch Regional Library Board	Councillor Jensen	As per Committee	Chinook Arch Regional Library Board	As per Committee	N/A	X		

