



Councillor, Committee and Board Member Remuneration Policy

1.010

Section: 1.0 Council

Authority: Council

Statement

The Municipal District of Bonnyville (M.D.) will compensate Council, board and committee members for their time and for reasonable, legitimate, and necessary expenses incurred in the performance of their duties.

Purpose

The purpose of this policy is to set guidelines for remuneration and reimbursement of reasonable expenses incurred.

Definitions

For the purposes of this policy:

- (1) "Council" means the duly elected Council of the Municipal District of Bonnyville.

Policy

- (1) Honorarium
 - (a) Monthly basic honorarium for elected officials to shall be set as follows:
 - (i) Reeve \$3,000.00
 - (ii) Council \$2,000.00
 - (b) These rates shall be effective January 1, 2019.
- (2) Meeting Rates - Council
 - (a) Meeting rates for elected officials shall be set as follows:
 - (i) \$150.00 for meetings/conferences less than 4 hours;
 - (ii) \$300.00 for meetings/conferences exceeding 4 hours and less than 8 hours;
 - (iii) \$400.00 for meetings/conferences exceeding 8 hours in a day.
 - (b) Description or name of the meeting attended must be provided in the Meeting Expense Claim Form submitted to Corporate Services.
- (3) Meeting Rates – Committees and Boards
 - (a) Meeting rates for Council-appointed board and committee members shall be set as follows:
 - (i) \$150.00 for meetings less than 4 hours;
 - (ii) \$300.00 for meetings exceeding 4 hours and less than 8 hours;
 - (iii) \$400.00 for meetings exceeding 8 hours in a day.
 - (b) Description or name of the meeting attended must be provided in the Meeting Expense Claim Form submitted to Corporate Services.

Date Adopted: August 14, 2019

Resolution No: 19.462

Date Reviewed₍₀₁₎: December 2, 2020

Resolution No: 20.685

Date Amended₍₀₁₎: May 26, 2021

Resolution No: 21.426

- (4) Cost of Living Adjustments (COLA)
 - (a) Council Honorarium COLA shall be based on Alberta Consumer Price Index (CPI) changes from July to June annually.
 - (b) COLA shall be effective from January 1st of the subsequent year.
 - (c) COLA increase for employees and Council shall be comparable.
- (5) Subsistence Rates
 - (a) Elected officials will be reimbursed mileage costs for travel to meetings with residents in their ward.
 - (b) Reimbursement of subsistence expense claims for Council, Board, and Committee members shall be in accordance with the *Reimbursement and Expense Claims Policy No. 2B.025*.
- (6) Reimbursement Approval and Disclosure
 - (a) The Reeve shall be responsible for approving Councillor expense claims and the Deputy Reeve shall be responsible for approving the Reeve's expense claims.
 - (b) A Councillor whose expense claim is not approved by the Reeve, or the Deputy Reeve in case of the Reeve's expense claim, may appeal the decision at a Committee Meeting of Council.
 - (c) All meeting expense claims will be processed on a monthly basis in accordance with the annual pay schedule provided to Council by Corporate Services.
 - (d) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted monthly on the M.D. website. At a minimum, each named elected official's honorarium, per diem, and expenses, for the year to date, shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
 - (e) The M.D. shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the M.D. website.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

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| <p>Related Documentation: (plans, bylaws, policies, procedures, etc.)</p> | <p>Policy: Reimbursement and Expense Claims Policy (#2B.025) Form: Council Expense Claim Form</p> |
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