

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Council

POLICY NO.: 07.153

SUBJECT: COUNCIL REMUNERATION

RESPONSIBLE AUTHORITY: Administration Department - Finance

REVIEWED & APPROVED BY COUNCIL: *Approved June 19, 2007*

Updated November 17, 2015 – Resolution #15.252

Updated April 2, 2019 – Resolution #19-084

PURPOSE AND INTENT: To set Council Remuneration.

POLICY STATEMENT: Council shall receive remuneration and re-imbusement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord

PROCEDURES

1. Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.
2. A monthly honourarium for Council is:
 - a. \$1400.00 to be paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff; dealing with and responding to the residents; Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.
 - b. \$700.00 to be paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff; dealing with and responding to the residents; Council meetings (including preparation for); staff functions; and, Town-related activities not specifically covered by per diem rates.
 - c. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings

- d. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honourarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid as follows:
- a. A rate of \$150.00, (excluding accommodations and or meals) shall be paid for attending full day (being four hours or more), seminars, conventions, retreats, and other meetings/events as sanctioned by Council.
 - b. A rate of \$75.00, per day, (excluding accommodations and or meals) will shall be paid for attending half day (less than four hours), seminars, conventions, retreats, and other meetings/events as sanctioned by Council.
 - c. Intermunicipal Subdivision and Development Appeal Board Council remuneration
 - \$200 per day for a meeting over 4 hours in duration
 - \$100 per day for a meeting 4 hours or less in duration
 - d. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.
 - e. Notwithstanding (d.), activities extending beyond a regular working day shall be included as part of a full day rate.
4. There will be no direct remuneration paid for each member of Council serving on Boards, Committees or Commissions. Expenses incurred by Council members serving on Boards, Committees or Commissions where remuneration is paid from another source shall not be eligible for claim to the Town of Bon Accord.
5. Honorariums shall be considered for adjustment annually as indicated by a change in the Alberta Consumer Price Index or as otherwise decided by council. Any and all adjustments will be determined by a citizen committee appointed annually by Council, should it be required, or at a minimum of once every two years.
6. Council members are eligible to claim meal costs while attending meetings within or outside the town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates::
- a) Breakfast \$15.00
 - b) Lunch \$20.00
 - c) Supper \$25.00
7. Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council

8. All council members claiming any eligible expenses shall submit claims for their expenses on a monthly basis.
9. Mileage shall be paid based on Provincial Government Rates. Adjustments shall be made from time to time upon notification of change of provincial standard.