



TOWN OF SMOKY LAKE
Policy A14

TITLE	Honorariums, Per Diems and Expenses
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Legislation Reference	Municipal Government Act
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Purpose: Council desires to establish a policy for monetary compensation for Councillors, Council appointed Member at Large and Staff for their time and out of pocket expenses while on official municipal business.

I. Policy Statement and Guidelines:

1.0 Definitions

- 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” this term shall be used within this document to mean any business approved by Council including but not limited to committee meetings, special, regular scheduled and unscheduled council meetings, seminars, conventions, commissions, and workshops.

2.0 Honorariums & Per Diems

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

- a.
 - i. Mayor \$600.00 per month
 - ii. Councillor \$300.00 per month
- b. Councillors and Members at Large in attendance at meetings approved by Council for the purpose of Municipal Business shall be paid as follows:
 - i. One hundred and thirty-five dollars (\$135.00) per meeting within the Town of Smoky Lake.
 - ii. One hundred and seventy-five dollars (\$175.00) per meeting outside the Town of Smoky Lake.

- c. 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 one hundred and thirty-five dollars (\$135.00) for the meeting.
- d. Any Regular or Special Council Meeting scheduled for more than six (6) hours will be considered an all-day meeting; therefore, Council will be paid one hundred and seventy-five (\$175.00) dollars for the meeting.
- e. 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.

3.0 Mileage and Transportation

- a. A Councillor, Staff or Member at Large who use their personal vehicle on municipal business mileage shall be paid at a rate of fifty-five cents (\$0.55) per kilometer.
- b. Transportation expenses for taxi, bus, public transit and parking shall be reimbursed to Councillors, Staff and Members at Large on municipal business with the submission of receipts.
- c. Councillors are eligible to claim \$175.00 per diem for required travel of 200 km or greater on the day before to attend meetings, conventions / conferences and / or functions.

4.0 Accommodations

- a. 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, guest-house, Inn or other similar establishment, with a submitted receipt to a maximum of \$150.00 per night;
 - ii. or reimbursement at full cost of accommodation when booked by town staff;
 - iii. or an allowance of \$50.00 per night when an accommodation receipt is not provided.

5.0 Meal and Communication Allowance

- a. 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 - \$30.00
- b. The cost of alcoholic beverages will not be reimbursed.
- c. 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.
- d. Meal allowances will not be provided to spouses, partners, or other persons not specifically approved by Council.
- e. Councillors are eligible for a telephone allowance in the amount of \$50.00 per month.
- f. All Councillors are provided with tablets or laptop computers for the duration of their term as Councillor for the Town of Smoky Lake. Charges related to mobile data for these tablets / laptops shall be paid for by the Town.

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

7.0 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.

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

- 9.0** When Council appoints a primary representative **and** an alternate, the alternate shall **only** be paid by council motion.
- 10.0** If the alternate representative attends a Committee or Board meeting in place of the primary representative, the alternative representative is paid the per diem.
- 11.0** When a Councillor appointed primary representative or an alternate attend 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.
- 12.0** Honorariums and Expenses 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

Original signed.

 Hank Holowaychuk
 Mayor

Original signed.

 Adam Kozakiewicz
 Chief Administrative Officer