



## LAC LA BICHE COUNTY POLICY

TITLE: COMMITTEE MEMBERS REMUNERATION	POLICY NO: CS-11-007
RESOLUTION: 12.322	EFFECTIVE DATE: JANUARY 1, 2012
LEAD ROLE: MANAGER, LEGISLATIVE SERVICES	NEXT REVIEW DATE: JANUARY 1, 2014
SPECIAL NOTES/CROSS REFERENCE: CS-007, AC-11-007	AMENDMENT DATE:

### **POLICY STATEMENT:**

Lac La Biche County feels it is appropriate to provide a fair and equitable honorarium for Members appointed by Council to Lac La Biche County Boards, Commissions and Committees established by Council for the sole purpose of dealing with County business.

### **PROCEDURE:**

1. Committee Members appointed to Lac La Biche County Committees will be eligible for a per diem of \$250.00 for attendance at a meeting of the committee. Per diems will be paid as follows:
  - i. meeting(s) 0 – 4 hours – one half per diem,
  - ii. meeting(s) 4 – 8 hours – one per diem,
  - iii. meeting(s) 8 + hours – one and one half per diem. Total claim may not exceed one and one half per diems per day,
  - iv. for attending conferences and conventions, committee members shall receive a maximum of one per diem of \$250 per day.
2. In addition to clause 1, Committee Members are eligible to claim per diems for required travel, either the day before or day after, to attend meetings and/or functions that are duly authorized business of the committee.
3. If the Committee Member receives other remuneration from the committee, board or commission, the Committee Member will be paid their normal remuneration less the amount paid by the committee, board or commission. No claim will be made if the remuneration from the Board or Commission is equal to or greater than municipally approved compensation.
4. Expenses for travel will be provided to the Committee Member for any travel required in the performance of their duties. The payment method will be as follows:
  - a. Use of personal vehicles for conducting County business shall be paid at a rate of \$0.52/kilometer.
  - b. Other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed.

- c. Where travel is authorized, the most direct, economical and logical mode of travel shall be utilized.
  - d. Where a Committee Member chooses to use a mode of transportation other than that prescribed above, reimbursement shall be as though the mode of transportation prescribed above was used.
  - e. A Committee Member may select a route or mode of transportation to combine personal activities with County business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed mode.
  - f. Air travel shall not exceed regular economy class rates.
  - g. Travel outside Canada shall be reimbursed in Canadian currency plus the applicable exchange rate.
5. Expenses for meals and accommodations will be provided to the Committee Member for any travel required in the performance of their duties. The payment method will be as follows:

- a. Where a Committee Member is required to travel on approved County business, the Committee Member may claim an amount as listed (inclusive of G.S.T):

<b>Meals</b>	
Breakfast	\$15.00
Lunch	\$20.00
<u>Supper</u>	<u>\$30.00</u>
Total	\$65.00

- b. If meal expenses exceed the meal allowances listed above, including a 15% gratuity, Lac La Biche County will reimburse the meal upon submission of a receipt.
  - c. Lac La Biche County will not provide reimbursement for alcoholic beverages.
  - d. An incidental allowance of \$20.00 per day will be provided to cover gratuities and miscellaneous expenses.
  - e. Hotel accommodations will require a receipt in order to be reimbursed. Private accommodations will be paid at the rate of \$50.00 per night.
  - f. If a Committee Member's spouse chooses to attend a County event, the resulting costs will be borne by the Committee Member.
6. Registration fees for duly authorized attendance at conventions, seminars, workshops, or other similar functions shall be paid by the County. Registration fees will require a receipt in order to be reimbursed.

7. Committee Members must submit remuneration and expense claims within two months following the end of the month which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
8. Notwithstanding clause 7 above, Committee Members must submit all outstanding remuneration and expense claims within one month of closing of a budget year. This means that all expenses incurred prior to December 31 of a given year must be submitted by January 31 of the next year.
9. The Department Manager for each Committee and the Chief Administrative Officer will sign the honorarium and expense claims for Committee Members.

“Original Signed”  
Chief Administrative Officer

April 12, 2012  
Date

“Original Signed”  
Mayor

April 12, 2012  
Date