

Title: Travel, Subsistence and Honorariums
Policy No: 1905

Approval: County Council
Effective Date: December 5, 2017

Amended: Dec, 2014 Feb 1/14, Sept 17/02, Feb 19/02



Policy Statement: To provide a fair and equitable means of reimbursing Council and Members at Large for their time, travel and subsistence while at conferences, training seminars and other out-of-area business.

1. Council Rates

- 1.1. The Mayor and Councillors, where they attend a meeting when representing Woodlands County in their official capacity, may claim honorariums and expenses as follows:
 - 1.1.1. \$450.00 per meeting (greater than eight (8+) hours);
 - 1.1.2. \$300.00 per meeting (greater than four (4+) hours);
 - 1.1.3. \$150.00 per meeting (less than four (4) hours);
 - 1.1.4. mileage at a rate of
 - 1.1.4.1. \$0.60 per kilometer.
- 1.2. In addition, the Mayor will be paid \$900.00 per month for responsibilities as Mayor and \$900.00 per month for responsibilities as a Councillor, and each Councillor will be paid \$900.00 per month, to compensate for time spent in dealing with other matters of a municipal nature including meetings/discussions with administration on municipal matters. This monthly honorarium shall also compensate for mileage expenses incurred by Councillors in the investigation of road-related or other complaints made by ratepayers.
- 1.3. Members of Council shall obtain the prior approval of Council to attend a conference or workshop where a claim for honorariums or expenses will be submitted to Woodlands County, except for the following:
 - 1.3.1. Spring Conference of the AAMD&C,
 - 1.3.2. Fall Conference of the AAMD&C,
 - 1.3.3. District 3 Meetings of the AAMD&C,
 - 1.3.4. Annual Conference for Agricultural Service Board members, and
 - 1.3.5. One (1) conference or workshop in Alberta for the members of committees or boards to which a Councillor has been appointed.
- 1.4. When a Councillor attends a conference or seminar on behalf of or approved by the municipality, he will be paid in accordance with paragraph 1.1 hereof and additional amounts as follows:

- 1.4.1. where members must travel to the conference or seminar the day prior to commencement, travelling time will be reimbursed in accordance with paragraph 1.1 hereof;
 - 1.4.2. overnight subsistence in accordance with receipts provided by members;
 - 1.4.3. compensation for other expenses incurred in connection with the conference or seminar (taxi, parking, etc.) in accordance with receipts provided; and
 - 1.4.4. meal subsistence in accordance with paragraph 1.5 hereof.
- 1.5. Meal subsistence shall be paid to Councillors at the following rates:
- 1.5.1. Breakfast: \$15.00;
 - 1.5.2. Lunch: \$20.00; and
 - 1.5.3. Dinner: \$30.00; or
 - 1.5.4. The actual cost of a meal upon presentation of a receipt.
- 1.6. Council members are encouraged to combine travel arrangements by car pooling whenever possible when travelling outside of the County.
- 1.7. All times, unless otherwise stated, shall include travelling time.
- 1.8. Where a Council member attends a meeting where he is not representing the municipality or where such attendance has not been approved by Council or this policy, no compensation will be paid to the member.
- 1.9. In accordance with Revenue Canada's provisions for municipal officials, one-third (1/3) of the total allowances and honoraria paid to municipal officials shall be non-taxable. The remaining two-thirds (2/3) is income from elected or appointed office and is, therefore, subject to income taxation and considered as earnings.
- 1.10. Where a Council member is appointed to or attends a meeting on behalf of Woodlands County where honorariums or expenses are provided by another organization, then the Council member shall claim honorariums and expenses solely from Woodlands County at rates provided for by this policy, and the Chief Administrative Officer shall ensure that any honorariums and expenses due from the organization are claimed on behalf of the member of Council and paid directly to Woodlands County. Where a member of Council receives any payment of honorariums or expenses directly from an organization relating to a meeting where they attended on behalf of Woodlands County, those payments shall be forwarded to Woodlands County.

2. Boards and Committee Rates

- 2.1. Members at large appointed by Council to boards or committees, where they attend meetings, conferences, training seminars and other business for Woodlands County may claim honorariums and expenses as follows:

- 2.1.1. \$360.00 per meeting (greater than eight (8+) hours);
- 2.1.2. \$240.00 per meeting (greater than four (4+) hours);
- 2.1.3. \$120.00 per meeting (less than four (4) hours);
- 2.1.4. mileage at a rate of \$0.60 per kilometer;
- 2.1.5. meals at the rate specified in clause 1.5 hereof.
- 2.1.6. overnight accommodation in accordance with receipts provided;

2.2. All times, unless otherwise stated, shall include travelling time.

3. Claims by Staff

3.1. Staff traveling within the County, and where authorized to travel outside the County, may claim expenses in accordance with Sections 1.4.2, 1.4.3, 1.4.4, 1.5, and 1.6.