



**MUNICIPAL DISTRICT OF PEACE NO.135**

<b>PREPARED BY:</b> LYLE MCKEN <b>REVISED BY:</b> BARBARA JOHNSON	<b>ADOPTED BY:</b> Council	<b>NUMBER:</b> ADM - 8
<b>TITLE:</b> Meeting Fees, Honorarium, Travel and Subsistence		<b>DATE:</b> October 13, 2015 Amended November 28, 2017 Revised January 8, 2019

**PURPOSE OF THIS POLICY:**

To establish guidelines for meeting fees, honorarium, travel and subsistence payments to Councillors, Board members and staff.

**POLICY STATEMENT:**

Meeting Fees

Councillors will be paid the current full day meeting rate for daytime Council meetings and the half day or evening meeting rate for evening Council meetings. Councillors and Board members will be paid the current full day, half day or evening meeting rate for all other meetings, conventions, conferences, courses or workshops. Meeting fee payments shall only be paid after the submission of a valid claim form. All meeting rates will be determined at the annual organizational meeting.

Honorarium

Each Councillor will be paid a monthly honorarium for the performance of their duties as elected officials. The honorarium is intended to compensate each Councillor for such things as: 1) meeting preparation time 2) receiving telephone calls from or meeting with ratepayers 3) informal meetings with the C.A.O. or staff to discuss M.D. business 4) conducting routine inspections within their division as an individual Councillor 5) attendance at community events or social functions which have not been approved by Council. The monthly honorarium will be determined at the annual organizational meeting.

Travel Time

Councillors and Board members will be paid a maximum of two (2) days travel time at the current meeting fee rate when travelling to conventions or meetings if one-way travel time is greater than 4 hours. Payment will only be made when the travel time is required to meet the convention starting time or when the convention or meeting ends too late in the day to safely travel.

Staff who must travel on a weekend or holiday to attend an authorized convention, meeting, course or workshop will be allowed an alternate day off. When the staff member must travel before or after regular working hours to attend a convention, meeting, course or workshop, the extra travel hours used will be calculated at overtime rates at the discretion of the C.A.O. Overtime may be paid for the extra hours or time off may be taken. The C.A.O. will decide on whether or not staff travel days are required; however, an appeal on the decision may be made to Council.



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**POLICY STATEMENT:**

Mileage

Mileage, at the current rate, will be paid to each Councillor, Board member or staff member who provides his own transportation to conventions, meetings, conferences, courses or workshops. The Public Works Foreman and the Manager of Ag Services are authorized to drive a municipal vehicle to attend authorized conferences, meetings, and seminars and will receive payment for actual fuel expenses incurred and not a mileage payment. Payment is made upon presentation of paid invoices. Councillors, Board members and staff are encouraged to travel together.

Subsistence

Councillors, Board members and staff will be paid the current meal reimbursement rate for each meal purchased at a conference, convention or meeting. The Municipality will pay the current meal reimbursement rate or the actual meal charge, whichever is greater, when the member is required to pay for his own meals while attending a meeting, convention or conference. Payment is made upon presentation of meal receipt, if meal cost is great than current meal reimbursement rate. No payment is made when meals are provided as part of the registration, unless a predetermined medical condition exists or dietary requirements cannot be met. Councillors, Board members and staff are required to pay all fees and rates assessed to their spouse who may accompany them to conventions, etc. The only exception will be that the Municipality will pay for the RMA Fall Convention banquet tickets for all Councillors, staff and their spouses.

When possible, hotel accommodations (including parking) and air fare for Councillors, Board members or staff will be paid on the M.D. credit card. In the event that a personal credit card is used, all Councillors, Board members and staff will be reimbursed for hotel accommodations, air fare and other approved expenses upon submission of a receipt.

No payment of meeting fee, mileage or subsistence will be made unless the registrant has prior authorization to attend by either Council, the Board or the C.A.O.



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Agricultural Service Board Members  
 Two Council members, three members at large plus the Manager of Ag Services may attend the annual Provincial ASB Conference and the annual Provincial Summer Tour. Meeting fees, travel and subsistence will be paid to all individuals who attend the Provincial Conference and the Provincial Summer Tour. Rotation of members attending is encouraged. All members may attend local meetings, conferences, etc. as authorized within the annual budget.

Annual FCM Conference and Trade Show  
 All Councillors are authorized to attend the annual FCM Conference when held in Alberta. A maximum of three Councillors are authorized to attend the annual FCM Conference when held in B.C., Saskatchewan or Manitoba.  
 A maximum of two Councillors are authorized to attend the annual FCM Conference when held elsewhere in Canada.  
 Attendance at the annual FCM Conference should be rotated among Council members.  
 M.D. staff may attend the annual FCM Conference if approved by Council.

General  
 The C.A.O., Manager of Ag Services and Public Works Foreman may attend any conferences, meetings and courses as provided for in annual budgets. All permanent staff members may attend courses, meetings or workshops if authorized by their supervisor or the C.A.O.

Exclusions  
 In the event that an Employee, Board member or Councillor attends an event that is hosted by a provincial or federal political party (such as a provincial fund-raising function), the employee, Board member or Councillor shall not be reimbursed for any expenses incurred.