

Town of Fairview

Department: Council

Title: Council Honorariums and Expense Claims

Updated: October 6, 2021

Effective: January 1, 2022

Policy

For attendance of **approved** meetings, conference, seminars and workshops, the Town of Fairview will pay/reimburse councillors a fixed honorarium, per diem and or/stipend as outlined below:

Procedure

Council Honorarium

Compensation to members of council shall be paid monthly with no additional claims paid on a per meeting basis except where specifically provided for in this policy.

Mayor: \$15,600 per annum

Councillors: \$10,800 per annum

Honorariums cover all regular council meetings, including public hearings that are part of those meetings, strategic planning meetings, Community Cafes, and joint council meetings. The honorariums also cover preparation time for all meetings, including those for which a per diem is claimed. This amount will be adjusted yearly in accordance with the Alberta Rate of Inflation.

Honorariums will not be paid for attendance at golf tournaments, openings, general public appearances, community events such as Canada Day, Remembrance Day etc., other purely social events or political party functions of any type.

Regular Monthly Committee Meetings

\$30/hour is assigned to members of council for attending assigned regular monthly committee meetings as set out in the Board and Committee appointments assigned at the annual organizational meeting (Schedule A). If an alternate council member is asked to attend in the appointed member's absence, the member attending the meeting is eligible for payment.

Special Meetings

\$30/hour is assigned to Council for attending any special meetings where a waiver form for council is required.

Additional Honorariums (Per Diem)

\$30/hour to a maximum of \$270 per day will be granted when:

- a) attending a meeting, official function, course, conference, or seminar where the attendance has been approved by council. The Per Diem includes travel time, meeting attendance, official functions, course, conference, or seminar attended on behalf of the Town and provided that no other fee has been accepted for that meeting.

If a member of council has been appointed to a regional board or commission which pays an honorarium for meeting attendance, that fee will not be paid by the Town.

Benefits

Members of Council may participate in the Town's benefit programs as established by the Town's Group Benefits Policy.

The Town will pay 75% and the Council member will pay 25% of the premiums.

Authority to Travel

- a) Travel is authorized for members of Council for a meeting or official function related to the appointment of that member of Council to a committee or regional body.
- b) Travel is authorized for members of Council approved by policy or resolution to attend a course, conference, or seminar on behalf of the Town.
- c) Other travel must be approved by resolution of Council.

Expense Claims

- a) Lodging may be claimed at the amount shown on submitted receipts.
- b) Telephone and cell phone calls may be claimed based on receipts/invoices submitted for calls made regarding Town business.
- c) Meals may be claimed at the amount shown on receipts and where no receipt is submitted, a maximum of the following may be claimed:
 - Breakfast: \$10.00
 - Lunch: \$20.00
 - Supper: \$30.00Gratuities on meals may be claimed to a maximum of 15% of the bill.
- d) Travel by commercial carrier such as airlines, rail, taxi, or bus may be claimed at the amount shown on submitted receipts.
- e) Travel by personal vehicle may be claimed according to the rate established by the Business Travel Expenses Policy.
- f) Miscellaneous charges such as parking, administrative services, photocopying etc. may be claimed based on submitted receipts.
- g) Registration fees may be claimed at the amount shown on submitted receipts.
- h) Liquor is not an allowable expense that can be claimed, except where protocol dictates.
- i) Claims for spouses or travel partners will not be paid.

Submission and Approval of Claims

The Chief Administrative Officer shall provide procedures and forms for the submission and processing of claims.

Claims submitted by Councillors and the Chief Administrative Officer shall be approved by the Mayor.