

# Lac La Biche County *Policy*

**TITLE:** Committee Members Remuneration Policy

**POLICY NO:** GOV-11-007

**RESOLUTION:**

**EFFECTIVE DATE:** January 1, 2012

**DEPARTMENT RESPONSIBLE:** Legislative Services

**NEXT REVIEW DATE:** July 12, 2025

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## **POLICY STATEMENT**

Lac La Biche County deems it appropriate to provide fair and equitable remuneration for Members-at-Large appointed by Council to internal Lac La Biche County Boards, Commissions and Committees established by Council for the sole purpose of dealing with County business.

## **DEFINITIONS:**

- “Member-at-Large and or Member” means individuals appointed by County Council to serve as voting members on County Boards, Committees and Commission, in accordance with the governing Board, Committee or Commission Bylaw.
- “Internal Board, Committee and Commission” means the committees, boards and commission as established by County Council.

## **PRINCIPLES:**

Lac La Biche County values the time Members-at-Large dedicate to attending meetings, training and other official activities or events, and as such are to be compensated accordingly, unless otherwise stated by a resolution of Council.

Lac La Biche recognizes the importance of reimbursing its Members-at-Large for out-of-pocket expenses attributed to their appointments.

In the event that requested remuneration is outside what is outlined in this Policy, or a conflict arises, the details of the matter shall be referred to Council for a decision through Council resolution.

## **DAILY FEE**

1. Members are eligible for the Daily Fee rates outlined in the Elected Official Remuneration and Expenses Policy section.

## **TRAVEL EXPENSES**

2. Members are eligible for the Travel Expense rates outlined in the Elected Official Remuneration and Expenses Policy provisions, excluding provision 5(a).

## **MEALS AND ACCOMMODATION**

3. Members are eligible for the Meals and Accommodation rates outlined in the Elected Official Remuneration and Expenses Policy section.

## REGISTRATIONS

- Members are eligible for Registration coverage outlined in the Elected Official Remuneration and Expenses Policy section.

## SIGNING AUTHORITY

- The Chair or Vice Chair, and the designated Administration Manager shall review, sign, and approve for payment all honorarium and expense claims for Members submitted under this policy.
- Where remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.

## ADMINISTRATION

- Members must submit remuneration and expense claims within two months following the end of the month that the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- Notwithstanding clause 7 above, 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.

## OTHER

- Should a Member wish to decline any portion of their remuneration under this Policy, the Member shall submit a written request to the Chief Administrative Officer, or designate, specifying the time frame or parameters for cessation.
- If the Member receives other remuneration from the committee, board or commission, the 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 Committee, Board or Commission is equal to or greater than municipally approved compensation.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** Elected Official Remuneration and Expenses Policy GOV-11-001

**AMENDMENT DATE:** July 12, 2022