

LAC LA BICHE COUNTY POLICY

TITLE: COMMITTEE MEMBERS REMUNERATION	POLICY NO: CS-11-007
RESOLUTION: 19.035	EFFECTIVE DATE: JANUARY 1, 2019
LEAD ROLE: MANAGER, LEGISLATIVE SERVICES	NEXT REVIEW DATE: MARCH 31, 2021
SPECIAL NOTES/CROSS REFERENCE: POLICY CS-11-001 AMENDMENT DATE: JANUARY 8, 2019	

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.

~~Lac La Biche County feels it is appropriate to provide fair and equitable remuneration 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.~~

DEFINATIONS:

- “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.

PROCEDURE DAILY FEE:

~~Committee Members appointed to Lac La Biche County Committees will be eligible for a daily fee of \$286 for attendance at a meeting of the committee. Daily fees will be paid as follows:~~

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).

- ~~i. meeting(s) 0 – 4 hours – one half daily fee (\$143),~~
- ~~ii. meeting(s) 4 – 8 hours – one daily fee (\$286),~~
- ~~iii. meeting(s) 8 + hours – one and one half daily fee. Total claim may not exceed one and one half of the daily fee (\$429)~~

- ~~2. In addition to clause 1, Committee Members are eligible to claim the daily fee for required travel on the day before and/or the day after, to attend meetings and/or functions that are duly authorized business of the committee.~~
- ~~3. For the attendance of conferences, compensation will begin at the time the Committee Member departs from their residence to the time of return to their residence. In the event a detour in travel is necessary, compensation shall be calculated as if the detour did not occur, not to exceed \$429.~~
- ~~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 based upon 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.~~

MEALS AND ACCOMODATION

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

Meals	
Breakfast	\$15.00
Lunch	\$20.00
Supper	\$30.00
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.~~

REGISTRATIONS

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

SIGNING AUTHORITY

5. The ~~Committee Chair or Deputy Committee~~Chair or Vice Chair, and the designated Administration Manager - shall review, sign, and approve for payment all honorarium and expense claims for Committee Members submitted under this policy.
6. 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

7. Committee 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.
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.

OTHER

9. 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.
10. 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.

~~7.3. Committee 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.~~

~~8.3. 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.~~

~~9.3. The Committee Chair or Deputy Committee Chair shall review, sign, and approve for payment all honorarium and expense claims for Committee Members submitted under this policy.~~

Chief Administrative Officer

Date

Mayor

Date