

**Title: Council Travel, Subsistence
and Honorariums**

Policy No: 1011

Approval: Town Council

Effective Date: February 8, 2006

Amended: November 23, 2011



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 Town of Hardisty related business.

Council Rates

101. The Mayor and Councillors, where they attend a meeting when representing the Town of Hardisty in their official capacity, may claim honorariums and expenses as follows:

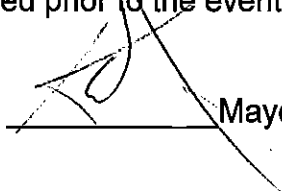
- a) \$85.00 per meeting - Mayor (Half day);
- b) \$70.00 per meeting - Councillor (Half day);
- c) \$170.00 per meeting - Mayor (Full day);
- d) \$140.00 per meeting - Councillor (Full day);
- e) Mileage at a rate established annually based upon the Government of Alberta Public Service Subsistence, Travel & Moving Expense Regulation.

102. In addition, the Mayor will be paid \$500.00 per month for responsibilities including attendance at regular Council meetings as Mayor, and each Councillor will be paid \$450.00 per month for responsibilities including attendance at regular Council meetings as a Councillor.

103. Members of Council shall obtain the prior approval of Council to attend any conference or workshop where a claim for honorariums or expenses will be submitted to the Town of Hardisty, except for the following:

- a) Any Committee or Board meeting to which a Councillor has been appointed.

104. Under no circumstance shall the Town of Hardisty make any political contribution nor reimburse any individual for a political contribution as per the requirements of the *Election Finances and Contributions Disclosure Act*. The Town of Hardisty may reimburse to the individual who attends a political fund-raiser only for the amount that is allowed as an expense under the Act and/or the applicable meeting rate if the attendance is approved prior to the event by a resolution of Council as per section 103 above.




Mayor/CEO



CAO

105. When a Councillor attends a conference or seminar on behalf of or approved by the municipality, he/she will be paid in accordance with paragraph 101 hereof and additional amounts as follows:
- a) Where members must travel to the conference or seminar the day prior to commencement, travelling time will be reimbursed in accordance with paragraph 101 hereof;
 - b) A per diem rate based upon the Sundry Expense of the Public Service Subsistence, Travel & Moving Expenses Regulation for each day of the conference or seminar;
 - c) Overnight subsistence in accordance with receipts provided by members;
 - d) Compensation for other expenses incurred in connection with the conference or seminar (taxi, parking, etc.) in accordance with receipts provided; and
 - e) Meal subsistence in accordance with paragraph 105 hereof.
106. Meal subsistence shall be paid to Councillors at the rates up to a maximum as defined under the Government of Alberta Public Service Subsistence, Travel & Moving Expenses Regulation:
107. Council members are encouraged to combine travel arrangements by car pooling whenever possible when travelling outside of the Town.
108. All times, unless otherwise stated, shall include travelling time.
109. 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.
110. In accordance with the Canada Revenue Agency'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.
111. Where a Council member is appointed to or attends a meeting on behalf of the Town of Hardisty where honorariums or expenses are provided by another organization, then the Council member shall not claim honorariums and expenses from the Town of Hardisty.
112. All expense claim forms shall be submitted in a timely fashion on the prescribed form (attachment A), and will be posted on the Town of Hardisty website under Council Expense Claim Forms.

_____ Mayor/CEO

 _____ CAO