



APPENDIX A

POLICY

Councillor, Committee and Board Member Remuneration Policy

C-1.010

Section: 1.0 Council
Authority: Council
Administering Department: ~~Chief Administrative Officer~~ CAO Office

Statement

The Municipal District of Bonnyville (M.D.) will compensate Council, board and committee members for their time and for reasonable, legitimate, and necessary expenses incurred in the performance of their duties.

Purpose

The purpose of this policy is to set guidelines for remuneration and reimbursement of reasonable expenses incurred and standardize the allocation of municipal resources for members of Council.

Definitions

For the purposes of this policy:

- (1) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) “Council” means the duly elected Council of the M.D.

Policy

- (1) Honorarium
 - (a) Monthly salary honorarium for elected officials to shall be set as follows:
 - (i) Reeve \$6,750.00
 - (ii) Council \$4,750.00
 - (b) These rates shall be effective January 1, 2022.
- (2) Meeting Rates – Committees and Boards
 - (a) Meeting rates for Council-appointed board and committee members shall be set as follows:
 - (i) \$150.00 for meetings less than 4 hours;
 - (ii) \$300.00 for meetings exceeding 4 hours and less than 8 hours;
 - (iii) \$400.00 for meetings exceeding 8 hours in a day.
 - (b) Description or name of the meeting attended must be provided in the Meeting Expense Claim Form submitted to Corporate Services.
- (3) Cost of Living Adjustments (COLA)
 - (a) Council Honorarium COLA shall be based on Alberta Consumer Price Index (CPI) changes from July to June annually.

Date Adopted: August 14, 2019

Resolution No: 19.462

Date Reviewed₍₀₁₎: December 2, 2020

Resolution No: 20.685

Date Amended₍₀₃₎: May 9, 2023

Resolution No: 23.313

- (b) COLA shall be effective from January 1st of the subsequent year.
 - (c) COLA increase for employees and Council shall be comparable.
- (4) Subsistence Rates
- (a) Elected officials will be reimbursed monthly for internet services at their primary residence to a maximum amount of \$100 per month.
 - (b) Elected officials will be reimbursed mileage costs for travel to meetings with residents in their ward.
 - (c) Reimbursement of subsistence expense claims for Council, Board, and Committee members shall be in accordance with the *Reimbursement and Expense Claims Policy No. 2B.025*.
- (5) Reimbursement Approval and Disclosure
- (a) The Reeve shall be responsible for approving Councillor expense claims and the Deputy Reeve shall be responsible for approving the Reeve's expense claims.
 - (b) A Councillor whose expense claim is not approved by the Reeve, or the Deputy Reeve in case of the Reeve's expense claim, may appeal the decision at a Committee Meeting of Council.
 - (c) All meeting expense claims will be processed on a monthly basis in accordance with the annual pay schedule provided to Council by Corporate Services.
 - (d) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted monthly on the M.D. website. At a minimum, each named elected official's honorarium, per diem, and expenses, for the year to date, shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
 - (e) The M.D. shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the M.D. website.
- (6) Municipal Resources
- (a) Elected officials, at the beginning of their term, will be issued the following municipal resources within 2 weeks of entering office:
 - (i) Apple iPhone;
 - (ii) Apple iPad;
 - (iii) Magic Keyboard for iPad;
 - (iv) Apple Pencil; and
 - (v) Xerox Colour Laser Printer.
 - (b) Subject to availability for the equipment listed above, comparable substitutions may be issued at the discretion of the CAO.
 - (c) Once a member of Council reaches the end of their term they will be permitted to keep all municipal resources outlined in Section (6)(a).
 - (d) If a member of Council leaves their position before the end of their term, they may be permitted to keep all municipal resources outlined in Section (6)(a) only if they

have served a minimum of two (2) years or half of their elected term, whichever is longer.

- (e) If a member of Council does not qualify to keep the M.D. resources allocated to them, the resources must be returned to the CAO within 1 week of the termination of the position.
- (f) **The M.D. will replace a member of Council's municipal resource after the first incident of loss or theft, upon report to the CAO.**
- (g) **Any additional occurrences of loss or theft by the member of Council during their tenure, following the initial one-time replacement, shall require Council approval for replacement. Council may also order the member of Council to replace the resource at their own expense.**

Policy Review

Within **five-four (54)** years from date adopted / amended / reviewed.

For administrative use only:

<p>Related Documentation: (plans, bylaws, policies, procedures, etc.)</p>	<p>Form: Council Expense Claim Form Policy: Reimbursement and Expense Claims Policy (#2B.025) Procedure: Council Orientation and Equipment Procedure</p>
--	--

Date Adopted: August 14, 2019

Resolution No: 19.462

Date Reviewed₍₀₁₎: December 2, 2020

Resolution No: 20.685

Date Amended₍₀₃₎: May 9, 2023

Resolution No: 23.313