



# Clear Hills County

Effective Date: **February 22, 2011**

Policy Number: **1126**

Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**

## 1. Policy Statement

1.1 Clear Hills County will establish a per diem rate to reimburse Council members and members at large for attending board and committee meetings.

## 2. Definitions

2.1. Per Diem is the daily amount paid to a Councillor or board member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

## 3. Per Diems:

3.1 Per Diem will be paid at the rate of \$165.60 to Councillors for:

3.1.1. Conducting annual evaluations of the Chief Administrative Officer at a pre-approved meeting outside of a Regular or Special Council Meeting;

3.1.3. Board/Committee workshops and conferences for appointed board members only when attendance is authorized/approved by the board/committee and approved by council;

3.1.4. County organized and authorized road tours or project inspections within Clear Hills County boundaries.

3.1.5. Attendance at Conferences and Zone Meetings authorized by council.

3.1.6. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).

3.2. Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.3 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.4 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions
- any other function usually considered to be a social or public function including but not limited to; barbeques, parties, grand openings, golf tournaments, ribbon cutting ceremonies, graduation invites, cheque presentations

3.5 If the Reeve does not attend a regular Council or Policies and Priorities Committee meeting, the monthly honorarium will be reduced by the daily per diem rate of \$207 for each absence.

3.6 If the Deputy Reeve or a Councillor does not attend a regular Council or Policies and Priorities Committee meeting, their monthly honorarium will be reduced by the daily per diem rate of \$165.60 for each absence.

3.7 All other board and committee members shall receive a per diem at the following rates:

<u>MEMBER</u>	<u>PER DIEM</u>
Agricultural Service Board:	\$165.60
Subdivision and Development Appeal Board:	\$165.60
Council Appointed Representatives on Committees/Boards:	\$165.60

3.8 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

- a) AAMDC Spring Conference All Council
- b) AAMDC Fall Conference All Council
- c) Spring & Fall AAMDC Zone Meetings All Council
- f) Federation of Canadian Municipalities Once in 3 year term, maximum 3 attendees per annum

3.8.1 Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

3.9 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee.

3.9.1 Councillors and board members shall obtain approval from their respective board and Council prior to attending seminars, workshops, conferences and all other functions if council is being requested to fund attendance. The councillor or board member must submit a written request on the benefit that would accrue to the County.

3.9.3 Council will not authorize any per diem payments after attendance when not in accordance with 3.9.1.

**4. Per Diem Claims**

4.1 All Council and Board/Committee per diem claims must be reviewed by administration to ensure compliance with policy, and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.

4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

**5. End of Policy**

**ADOPTED: Resolution C061(01/26/10) Jan 26/10**

**AMENDED: Resolution C566(07/27/10) Jul 27/10**

**AMEDNED: Resolution C144(02/22/11) Feb 22/11**