

TOWN OF HIGH PRAIRIE

Policy Number No. 07-2014	Approval Date February 4, 2007	Resolution Number 75/07
Supersedes No. 07-2000 No. 07-2006	Effective Date November 1, 2007	Legal Authority MGA 275.1(1) (Chapter M-26)
Amendments: 2.2.b / 3.1 / 3.3 / 2.2.d	Amendment Date February 26, 2014	Amendment Resolution Number 174/14 & 175/14

TITLE:	Council Honorarium Policy
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Policy Statement:

The Town of High Prairie will implement a policy establishing the rates of remuneration that Councillors shall receive.

(Note: This policy shall become effective November 1, 2007)

1.0 Monthly Honoraria

- 1.1 Councillors shall receive a basic monthly Honorarium as remuneration for the performance of their duties while holding office.
- 1.2 The monthly rates for remuneration will be as follows:

a.	Mayor	\$400.00/month	(\$4,800/year)
b.	Deputy Mayor	\$350.00/month	(\$4,200/year)
c.	Councillors	\$350.00/month	(\$4,200/year)

2.0 Meeting Honoraria

- 2.1 Councillors shall be remunerated for attending meetings, workshops, conferences, conventions and courses on the business of the Town. Members at Large on Town Committees (SDAB, MPC, and MDP) shall receive the same rate of remuneration for meetings as do Councillors. Firemen attending training sessions shall receive the same rate of remuneration for meetings as do Councillors.
- 2.2 Remuneration for attendance at Council and Other meetings will be as follows:
 - a. \$100.00 per meeting, if the meeting is less than four (4) hours.
 - b. \$200.00 per meeting or meetings, if the meeting is four (4) hours or more than four (4) hours.
 - c. The maximum that shall be paid for all meetings in one day shall be \$200.00 per day.

- d. The travel time to and from High Prairie for purpose of a meeting shall be remunerated as per this policy.
 - e. If a public hearing, committee, or other meeting is held immediately prior to a Council meeting, the multiple meetings shall be deemed to be '*a single meeting*' for purposes of remuneration under this policy, if the combined meeting time is less than or equal to four (4) hours.
- 2.3 Meeting honoraria shall be paid monthly upon submission of Councillors' reimbursement claim forms.
- 2.4 In order to receive Honorarium for meetings attended in accordance with this policy, Councillors, Committee Members, and Firemen must submit a meeting Honoraria Claim Form within 30 days of the end of the month during which the meeting was attended.
- 2.5 Claim Forms shall be signed as 'Approved' as follows"
- a. Councillor claim forms shall be signed as *Approved* by the Mayor (or, in the Mayors absence, by the Deputy-Mayor).
 - b. Mayor claim forms shall be signed as *Approved* by the Town Manager (or, in the Town Manager's absence, by the Acting Town Manager).

3.0 Meetings Defined

- 3.1 For purposes of remuneration for meeting honoraria, meetings shall be defined as including the following:
- a. Any regular or special meeting of Council;
 - b. Any meeting of a Council committee or quasi-judicial board;
 - c. Any public hearing or public meeting called by Council;
 - d. Any meetings of any outside board or agency to which a Councillor has been appointed to by resolution of Council;
 - e. Any meeting, workshop, conference, convention, or course that the Councillor has been authorized by Council to attend;
 - f. Any special event that the Mayor (or designate) has been requested to attend as official representative of the Town of High Prairie;
 - g. Exceptional travel time as defined in the Common Subsistence and Travel Allowance Policy.
- 3.2 Councillors are responsible for reporting to Council on the activities, operations and emerging issues of any outside boards and agencies to which they have been appointed.
- 3.3 Councillors should also provide a brief written report to Council on any workshop, conference, convention, or course that they have attended on behalf of the Town. The report should advise Council of any issues under discussion that might have a serious effect on Council business, the Town, or the community at large.

4.0 Reimbursement by Other Organizations

- 4.1 It may be the case that an outside board or agency, to which a Councillor has been appointed, will also pay meeting honoraria.

In such cases, the Town requires that the meeting honoraria paid by the outside board or agency be paid directly to the Town of High Prairie. The Town of High Prairie will then remunerate the Councillor for meeting attendance in accordance with this policy.

This practice will ensure that all remuneration that a Councillor receives for the performance of their duties as Councillor will be recorded in the financial records of the Town, will ensure equitable treatment, and is also in accordance with the intent of the Supplementary Accounting Principles and Standards Regulation.

5.0 Non-taxable Expense Allowance

- 5.1 For purposes of income taxation, Council deems that one third (1/3) of all monthly and meeting honoraria shall be deemed to be an allowance for expenses incurred performing Council business, for which Councillors will not be otherwise reimbursed.
- 5.2 Such out-of-pocket expenses would include, among other things, Councillor's personal phone charges for Town business calls, meetings with local citizens and taxpayers to discuss Town issues, time spent reviewing meeting agendas and background reports, etc.

Approved by Council: February 26, 2014
Date