



Section	Policy No.	Page
COUNCIL POLICIES	3-1	1 of 6
Policy Title	Date:	Motion No.
Council Compensation and Expense Reimbursement	June 8, 2021	260/21

Purpose:

The purpose of this policy is to establish salary and expense reimbursement for the Councillors of Kneehill County.

Policy Procedure:

Base Rate

1. "Base Rate" means the monthly rate paid to Councillors for attendance at the following:
 - Meetings with residents and Community Groups (include open houses and public meetings.)
 - Informal meetings with the CAO, staff and Councillors
 - Preparation for Council and Committee meetings.
 - Work within the divisions with residents and businesses.
 - Attendance at meetings and social functions as dignitaries representing the County. (eg. Remembrance Day ceremonies, parades, Christmas Parties, farewell parties, photo ops)
2. Elected Officials shall receive a basic salary per month, as detailed under "[Monthly Salary](#)" in [Part 1 of Schedule A](#), for activities as described above.
3. The base rate will be modified each year as needed based on any organizational market adjustments included in the County's approved budget.

Per Diems

4. "Per Diem" means the daily rate paid to Councillors for attendance at approved meetings as follows:
 - Regular Council meetings, Special Council meetings, Committee of the Whole meetings and Organizational meetings
 - All internal committee meetings of the County
 - All external Committee or Commission meetings of the County for which no other per diem is paid.
 - Conferences/Conventions
 - The fall and spring RMA Conventions
 - The Agricultural Service Board Convention (Councillor Representatives of the ASB)
 - The Agricultural Service Board Summer Tour (Councillor Representatives of the ASB)
 - The Federation of Canadian Municipalities Conference
 - The Annual Alberta Urban Municipalities Conference (Reeve or Designate)
 - RMA District Meetings including:
 - The fall and spring Central Zone Director meetings. (Reeve or Designate)
 - Meetings with other municipalities
 - Meetings with other government agencies
 - Training sessions including:



Section	Policy No.	Page
COUNCIL POLICIES	3-1	2 of 6
Policy Title	Date:	Motion No.
Council Compensation and Expense Reimbursement	June 8, 2021	260/21

- Elected Official Education Programs
 - Annual Brownlee Law Seminar
 - Annual RMRF Law Seminar
 - Attendance as an alternate at a Committee or Commission meeting.
 - All other meetings approved by Council.
5. Councillors shall be eligible to claim a per diem amount as detailed under [“Per Diem” in Part 2 of Schedule A](#), for time spent attending meetings and/or functions identified above.
 6. Councillors will be compensated at full day per diem or half day per diem subject to the following qualifications, inclusive of travel time:
 - a. Meeting(s) 0-4 hours- half day per diem,
 - b. Meeting(s) 4-8 hours- full day per diem
 - c. Meetings(s) 8 + hours- Total claim may not exceed one full day per diem
 7. If a Councillor is a Chair of a Committee meeting, then that meeting may be considered to be a full day for that Councillor.
 8. It is the responsibility of the Councillor to ensure a motion of Council for the Councillor’s attendance is made prior to the Councillor claiming it on their monthly expense report.
 9. In cases where Reeve/Councillors have been appointed to a special committee/board where meetings are held outside of County boundaries (i.e. RMA Committees), a resolution of Council is required to confirm such appointment. Once Council approval has been provided, the Reeve/Councillor is entitled to collect a per diem amount for attendance at these out-of-County committee/board meetings.
 10. If the Reeve attends or participates in a meeting in an ex officio capacity, the Reeve will be considered in serving as an appointed committee member and is eligible to claim a per diem for attending the meeting.
 11. The Per Diem Rate will be modified each year as needed based on any organizational market adjustments included in the County’s approved budget.

Time Sheets/Expense Reports

12. All Councillors shall submit a monthly timesheet and expense report for reimbursement by the fourth business day of the following month.
13. In the event that timesheets are not received by the fourth business day of the following month, only the honorarium and the communications allowance will be processed and any outstanding compensation will be added to the next month’s compensation.
14. To provide for transparency, the Councillor Expense Sheets will be displayed on the Kneehill County Website.

Boards, Commission or Committees

15. In the event that a Councillor shall receive any remuneration from another board, commission or committee for the Councillor’s duly authorized attendance, on behalf of the County at a meeting of said board, commission or committee, the Councillor shall pay to the County said remuneration before



Section COUNCIL POLICIES	Policy No. 3-1	Page 3 of 6
Policy Title Council Compensation and Expense Reimbursement	Date: June 8, 2021	Motion No. 260/21

accepting any remuneration, allowance or expenses from the County. If remuneration by the external entity is less than the County policy, the difference will be paid to match County policy.

16. It is the Committee Member's duty to call an Alternate Committee Member to attend a Committee meeting if the regular Committee Member cannot attend. A Committee Member may also invite an alternate member to attend a Committee meeting, as an observer only (non-voting), should the Committee Member deem it necessary for the alternate member to attend the meeting.
17. As per the Municipal Government Act, Section 154 (2), the Reeve is a member of all Council Committees and all bodies to which Council has the right to appoint members under the Act, unless the Council provides otherwise.

Reeve allowance for attending ad hoc meetings

18. There may be times where the Reeve's attendance is requested by a Minister, RMA president, or other top officials, and the meeting date is before the next Council meeting to get prior approval. In these circumstances the Reeve is authorized to attend and receive a per-diem for his attendance.

Mileage

19. Mileage will be paid to Councillors while they are on County Business.
20. Mileage rates are set annually using the rate determined by Canada Revenue Agency.

Meals

21. Where a Councillor is required to travel on approved County business, the Councillor may claim:
 - a. a meal allowance identified under ["Meal Allowance" in Part 4 of Schedule A](#); or
 - b. the actual cost of the meal (including gratuity and GST) with the submission of a receipt.
22. Kneehill County will not provide reimbursement for alcoholic beverages.
23. The meal for a spouse or significant other shall only be paid for by the County as part of a larger business group.

Travel Remuneration

24. An overnight allowance of \$30.00 per night will be provided to Council members for the actual nights spent away from home while they are required to travel on County business.
25. Hotel Accommodation Expenses incurred by Members of Council while on County business shall be reimbursed with a submission of a receipt.
26. Councillors who choose private accommodations instead of commercial accommodation are eligible to be reimbursed \$100.00 per night with no receipts required.
27. Other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed.
28. When flying to a conference is less expensive than driving, the County will reimburse the Councillor for the average cost of the flight, mileage to and from the Calgary International Airport, airport parking fees, and taxi or bus costs from the airport to the venue or to the destination hotel. No additional allowance will be paid for the additional meals or overnight accommodations due to any increase in travel time resulting from the decision to use a personal vehicle.



POLICY

Section COUNCIL POLICIES	Policy No. 3-1	Page 4 of 6
Policy Title Council Compensation and Expense Reimbursement	Date: June 8, 2021	Motion No. 260/21

Councillor Partners Program and Allowance

29. An overnight allowance of \$30.00 per night can be claimed by all Councillors who bring their significant others to conference.
30. Kneehill County will pay for the Partners' Programs attended during the RMA Conference, the Agricultural Service Board Summer Tour and the Federation of Canadian Municipalities (FCM) Conference.
31. Kneehill County will cover the cost for spouse's airfare expense to FCM.

Communications

Electronic Devices

32. An electronic device can be defined as, but not limited to, laptop computer, tablet or any other device as approved by the CAO.
33. All Councillors at the beginning of the Council term, are provided with an electronic device.
34. The Electronic Device will come preloaded with all software to:
 - a. Open Email
 - b. Web-based collaboration (eg. Go to Meeting)
 - c. Open Word Files
 - d. Open PDF files
35. At the end of the Council term, a Councillor may maintain ownership of his/her electronic device.
36. If the electronic device supplied by Kneehill County malfunctions and is need of repair during the Council term, a Councillor can contact the CAO to arrange service. Maintenance is limited to County supplied devices only.

Allowance

37. Councillors are eligible to receive a communication allowance, as detailed [under "Communications Allowance" in Part 5 of Schedule A](#), for items which may include but are not limited to:
 - e. Cellular phone
 - f. Internet connection
 - g. Long distance calls
 - h. Communication facility costs.

Divisional Meeting Allowance

38. An allowance for each Divisional Councillor will be set during the budget deliberations, as detailed under ["Divisional Meeting Allowance" in Part 6](#) of Schedule A, for each Councillor to host one Divisional Meeting per year.
39. In order for the Divisional meeting expenses to be covered by the County, the meeting needs to be advertised and promoted as per Kneehill County's Advertising Bylaw.
40. The Divisional Councillor must complete a report to Council after the event.



POLICY

Section COUNCIL POLICIES	Policy No. 3-1	Page 5 of 6
Policy Title Council Compensation and Expense Reimbursement	Date: June 8, 2021	Motion No. 260/21

Benefits

Group Health Insurance

41. Kneehill County Councillors will be covered, through a special insurance classification, under the Kneehill County's group health coverage. The cost of these premiums will be 100% covered by Kneehill County.
42. The Group Health Coverage categories include the following:
 - Resilience Services (Employee Assistance Program)
 - Extended Health Care
 - Dental Care
 - Health Spending Account of \$750 per Councillor per calendar year
43. Should the Councillor no longer qualify under the current group health plan, due to age restriction, an alternative private plan with similar coverage, available through Kneehill County's current carrier will be provided.

Accidental Death & Dismemberment and Disability Insurance

44. Councillors will also be covered for a 24-hour Accidental Death and Dismemberment and disability insurance policy through the Alberta Association of Municipal Districts and Counties, as follows:
 - \$100,000 AD&D insurance
 - \$300 weekly Accident Indemnity
 - \$15,000 Accidental Medical
 - \$5,000 Dental Accident
45. The cost of these premiums will be 100% covered by Kneehill County. There is no age limitation to this policy.
46. The premium associated with Accidental Death & Dismemberment and Disability Insurance is a taxable benefit to the Councillor.

Promotional Clothing

47. As Council is elected for a four-year term, each Councillor may at any time during this term receive up to \$600.00 of County merchandise. During their term a pro-rated amount will be available for any Councillor that is elected through by-election.
48. Should the cost of the clothing or goods be greater than the maximum County donation, then the Councillor will be required to reimburse the difference prior to the merchandise being delivered.
49. As this is Kneehill County promotional material, should no merchandise be purchased or selected, no other items or cash equivalent will be distributed to any Councillor.

Approved: March 9, 2021 126/21

Approved: June 8, 2021 260/21

Review Date: June 8, 2025



Schedule "A"

Part 1- Monthly Salary

Council shall receive the following monthly honorarium as follows:

Monthly Salary	
Reeve	\$2,800.00
Deputy Reeve	\$2,400.00
Councillor	\$2,100.00

Part 2- Per Diem

Per Diem Rates for all members of Council are as follows:

Per Diem Rate	
Full Day	\$325.00
Half Day	\$162.50

Part 3- Mileage

Mileage rates for all members of Council are as follows:

Mileage	
CRA Rate	

Part 4- Meal Allowance

Meal allowance without receipt for all members of Council are as follows:

Meal Allowance	
Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$25.00

Part 5- Communications Allowance

Council shall receive the following Communication allowance:

Communications Allowance	\$200.00 per month
--------------------------	--------------------

Part 6- Divisional Meeting Allowance

The following allowance for each Councillor to host a Divisional meeting will be included in the draft budget each year:

Divisional Meeting Allowance	\$500.00 per Councillor
------------------------------	-------------------------

