

**BYLAW NO. 1010-15**  
**BEING A BY-LAW OF THE**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE**  
**REIMBURSEMENT FOR COUNCILLORS**  
**AND APPROVED COMMITTEE MEMBERS**

**WHEREAS**, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the "M.G.A." provides for decisions of council to be made by resolution or bylaw, and

**WHEREAS**, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

**NOW THEREFORE**, the Council of Mackenzie County, duly assembled, enacts as follows:

**DEFINITIONS:**

"Council Meeting/Special Council Meeting" – refers to a duly called meeting according to the Municipal Government Act.

"Committee Meetings" – refers to meetings related to Council Committees, Committee of the Whole, AAMDC Zone Meetings, Tri-Council Meetings, etc.

**HONORARIUMS**

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the daily local business of the municipality as follows:

(a) Reeve	\$1,050.00 per month
(b) Deputy Reeve	\$ 900.00 per month
(c) Councillor	\$ 750.00 per month
  
2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.

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|-----|---|----------|
| (a) | Council Meeting/Special Council Meetings  | \$300.00 |
| (b) | Committee Meetings                        | \$200.00 |
| (c) | Seminars/Conventions/Workshops (see note) | \$300.00 |
- 2.1 Councillors attending less than half of a Council Meeting may claim only half the honorarium.
- 2.2 A combined maximum of two meetings may be claimed per day under Section 2 (a) and 2 (b).
- 2.3 Honorariums claimed under Section 2. (c) are all inclusive. Only one (1) per diem may be claimed per day.
3. Members-at-large appointed to approved council committees shall be paid \$200.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.
4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable. Councillors or committee members driving to a seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.
5. A monthly communication allowance shall be paid
- (a) an internet access allowance of \$75, and
  - (b) a personal computer allowance of \$50, if applicable, and
  - (c) a telephone allowance of \$60 for Councillors, and
  - (d) a telephone allowance of \$100 for the Reeve.

### **TRANSPORTATION EXPENSES**

6. Mileage shall be paid at the current non-taxable rate (as per Canada Revenue Agency Reasonable per Kilometer Allowance) for each kilometer travelled by each Councillor or committee member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or committee member to

the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.

7. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

### **REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS**

8. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status

(a) Either

(i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or

(ii) an allowance of \$50.00 per night

(b) in respect of each breakfast, lunch, or dinner,

(i) a meal allowance may be claimed as follows:

breakfast - \$15.00 including GST  
(if time of departure is prior to 7:30 a.m.)

lunch - \$20.00 including GST  
(if time of return is after 1:00 p.m.)

dinner - \$35.00 including GST  
(if time of return is after 6:30 p.m.)

9. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
10. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by the Finance Committee based on the submission of actual receipts.
11. A Councillor or committee member may claim

- (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).
- (b) reasonable telephone expenses on County business.

### **ATTENDANCE AT POLITICAL EVENTS**

In accordance with the Election Finances and Contributions Disclosure Act:

12. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*
13. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.
14. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

### **BENEFITS**

12. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

### **SIGNING AUTHORITY**

13. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
  - (a) Councillors have attended Council meetings in person or by teleconference.
  - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.

- (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
14. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to the Finance Committee for final decision. A Councillor shall have the option to appeal a decision of the Finance Committee to Council as a Whole.
  15. Council members will supply their expense claims and honorariums within 60 days after submission date (1<sup>st</sup> of each month). After this time, the expense claims will not be paid, unless there are special circumstances. The Finance Committee shall review and make the final decision.
  16. Council members will submit their December expense claim and honorarium by January 31 of the following year in order to expedite the closing of the year-end accounts.
  17. No expenses other than those listed in this bylaw may be claimed.
  18. This bylaw shall come into effect the day that it is passed and rescinds Bylaw 974-14 and all amendments made thereto.

First Reading given on the 27<sup>th</sup> day of October, 2015.

Second Reading given on the 27<sup>th</sup> day of October, 2015.

Third Reading and Assent given on the 10<sup>th</sup> day of November, 2015.

(original signed)

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Bill Neufeld  
Reeve

(original signed)

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Joulia Whittleton  
Chief Administrative Officer