



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 19, 2010      **SECTION:** 100 NO. 154 Page 1 of 3  
**APPROVED BY:** County Council      **SUBJECT:** Council and SDAB Member Remuneration  
**REVISED DATE:** November 5, 2015

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### **PURPOSE**

To establish a guideline for Lethbridge County Council and Subdivision and Development Appeal Board (SDAB) Members' remuneration.

### **GENERAL CONSIDERATIONS**

The remuneration of Councillors and SDAB Members shall be reviewed on an annual basis to reflect the expenses incurred by Councillors and SDAB Members in the performance of their duties and to reflect a reasonable compensation for the time expended in the execution of their duties.

### **PROCEDURE**

#### **Councillor Remuneration:**

Per Diem, subsistence and mileage for regular meeting and committees and the communication allowance is taxable and is to be included in the calculations for the Councillors Municipal Officers Allowance. Councillors will be covered under the County's benefit plan with the County paying 100% of extended health care, dental, life insurance and dependent life. If a Councillor no longer qualifies for these benefits because of age, the County will pay the premiums for Senior's Plus coverage with Blue Cross.

1. **Per Diem compensation** for time spent in attendance at Council or Committee meetings, conferences, seminars, meetings of external committee or organizations to which the Councillor has been appointed by Council resolution. Full daily rates will be paid for meetings of 4 hours or longer in duration and half the daily rate for meetings of less than 4 hours in duration. For meetings lasting longer than 8 hours, Councillors will be paid for 1 ½ days. Annual increases to the per diem rates will match annual percentage increases awarded to staff.
2. Council is authorized to attend the following functions where authorized by Council:
  - a) Alberta Association of Municipal Districts and Counties Spring and Fall Conventions.

The Reeve or Deputy Reeve has the authority to organize and host a function for Council Members while attending the annual fall and spring conventions of the A.A.M.D.&C. including spouses and guests, the costs to be borne by the County.
  - b) Provincial Agriculture Service Board Convention.
  - c) Provincial Agricultural Service Board Summer Tour.
  - d) Provincial Planning Conference.



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- e) Federation of Canadian Municipalities Annual Conference. (Reeve and Deputy Reeve to attend annually and Councillors to attend every other year.
  - f) Other functions as authorized by Council.
3. Only members appointed to individual external committees, boards, etc. shall be authorized to attend conventions, conferences, workshops, meetings etc. associated with those committees, boards, etc. Members attending such functions shall prepare and present a report to council or present the program agenda/outline for discussion purposes.
  4. Expenses for conventions will be reimbursed as per Schedule "A" of **Policy 155, Council / Employee Travel Expenses**.

Please note that the County does not reimburse Councillors for spousal expenses.

5. Where a Councillor is appointed to an external committee for an organization which pays compensation directly to the Councillor but the rate is lower than the rate paid by the County, no top up amount will be paid to the councillor.

### **Councillor Allowances:**

1. **Councillor Allowance** - Shall be paid to all Councillors for: meetings with citizens, telephone calls, time spent preparing for Council and other meetings and the operation of a home office. Annual increases to Councillor allowance rates will match annual percentage increases awarded to staff.
2. **Deputy Reeve's Allowance** – In addition to the Councillor allowance as set out in Paragraph 1 above, the Deputy Reeve shall receive additional compensation for the various commitments arising from the position of the alternate Chief Elected Official of the County. Annual increases to the Deputy Reeve's allowance rates will match annual percentage increases awarded to staff.
3. **Reeve's Allowance** – In addition to the Councillor allowance as set out in Paragraph 1 above, the Reeve shall receive additional compensation for the various commitments arising from the position of the Chief Elected Official of the County. Annual increases to the Reeve's allowance rates will match annual percentage increases awarded to staff.
4. **Subsistence (meals) and lodging** shall be paid, where authorized by County Council resolution, for attendance at conferences or meetings outside Lethbridge County, and for meals while attending events within the County, at rates as set out in Schedule "A" of **Policy 155 – Council / Employee Travel Expenses**.



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5. **Mileage** shall be paid for travel to conferences or meetings, where attendance has been authorized by County Council resolution, at rates as set out in Schedule "A" of **Policy 155 – Council / Employee Travel Expenses**.
6. **Communication** – An iPad and any required technology shall be provided to each Councillor for County business purposes during their term on County Council. Councillors will also receive a communication allowance of \$50.00 per month as compensation for communication expenses incurred while conducting County business.

### **SDAB Member Remuneration:**

1. **Per Diem compensation** for time spent in attendance at SDAB meetings shall be paid on a per meeting basis at the same per diem rates as Council.
2. **Subsistence (meals)** shall be paid when attending SDAB meetings at rates as set out in Schedule "A" of **Policy 155 – Council / Employee Travel Expenses**.
3. **Mileage** shall be paid for travel to SDAB meetings at rates as set out in Schedule "A" of **Policy 155 – Council / Employee Travel Expenses**.

### **Policy Review:**

This policy should be reviewed on a regular basis by a committee consisting of the Reeve, Deputy Reeve, Chief Administrative Officer, Director of Corporate Services and Payroll Administrator.