

Policy Number:	C-221
Policy Owner:	Municipal Clerk's Office
Adopted By:	Council
Adoption Date:	2015 April 28
Effective Date:	2015 April 28
Date Last Amended:	2020 July 28
Date Last Reviewed:	2020 July 15

Purpose

- 1 This policy establishes compensation and expense reimbursement for members appointed to the internal and external boards and committees of Rocky View County (the County).



Policy Statement

- 2 Council values the time board and committee members spend attending meetings, training, and other official activities or events, and compensates them accordingly.
- 3 Council recognizes the importance of reimbursing members for out-of-pocket expenses incidental to their participation on these boards and committees.



Policy

- 4 This policy applies to members appointed to the following boards and committees:
 - (1) Agricultural Service Board and ALUS Partnership Advisory Committee;
 - (2) Assessment Review Boards;
 - (3) Family and Community Support Services Board;
 - (4) Marigold Library System Board;
 - (5) Municipal Planning Commission; and

- (6) Subdivision and Development Appeal Board and Enforcement Appeal Committee.
- 5 The County compensates and reimburses Councillors appointed to boards and committees not listed in section 4 in accordance with County policy C-195, Council Compensation & Expense Reimbursement.
- 6 The County compensates and reimburses members of boards and committees not listed in section 4 in accordance with that board or committee's terms of reference as approved by Council.
- 7 The County does not compensate or reimburse provincially appointed Assessment Review Boards members.
- 8 If Council creates a subcommittee or an ad hoc board or committee, the subcommittee or ad hoc board or committee members are eligible for compensation and reimbursement under this policy, unless Council directs otherwise.
- 9 If there is a discrepancy or conflict between this policy and a bylaw or terms of reference, the bylaw or terms of reference takes precedence.
- 10 The Chief Administrative Officer (CAO) makes the final decision when a member and the administrative representative disagree on the interpretation or application of this policy.

Compensation for time and service

- 11 The County compensates members for their attendance and participation at meetings and training on a quarterly basis at the per diem rates established in Schedule A of this policy.
- 12 The County compensates members for their attendance and participation at other official activities and events on a quarterly basis. The administrative representative determines whether the member is compensated at either the meeting or the training per diem rate in Schedule A of this policy.
- 13 The *Family and Community Support Services Regulation* does not permit the County to compensate Family and Community Support Services Board members.

Reimbursement for incidental expenses

- 14 The County reimburses members for incidental expenses at the rates listed in Schedule B of this policy.

- 15 Incidental expenses outside of this policy are subject to reimbursement at the sole discretion of the CAO.

Claim submission

- 16 Members must submit compensation and expense claim forms to the administrative representative of their board or committee for processing in accordance with County policies, procedures, and practices.
- 17 If a member loses a receipt, the member may submit a reasonable replication of the receipt on an infrequent basis for approval by the CAO. The replication may be hand written. The replication must include as much detail as possible but not include GST as this cannot be substantiated. The member must also sign and date the replication.
- 18 The County does not compensate or reimburse members who fail to complete the compensation and expense claim form as prescribed by the County.
- 19 The County may not compensate members who fail to submit their compensation and expense claim form and receipts, as required, to their administrative representative before the County's seasonal closure in the year the meeting, training, other official activity and event, or incidental expense was incurred, unless the claim is approved otherwise by the CAO.



References

Legal Authorities

- *Family and Community Support Services Regulation*, AR 218/1994
- *Municipal Government Act*, RSA 2000, c M-26

Related Plans, Bylaws, Policies, etc.

- Rocky View County Bylaw C-7840-2018, *Boards and Committees Bylaw*
- Rocky View County Bylaw C-7855-2018, *Board and Committee Code of Conduct Bylaw*
- Rocky View County Bylaw C-7967-2019, *Municipal Planning Commission Bylaw*
- Rocky View County policy C-195, *Council Compensation and Expense Reimbursement*
- Rocky View County policy A-205, *Disbursements*
- Rocky View County policy A-207, *Reimbursement of Employee Expenses*

Related Procedures

- N/A

Other

- N/A



Policy History

Amendment Date – Amendment Description

- 2020 July 28 – Council amended to update policy scope, clarify expenses, update Schedule A, and add Schedules B and C
- 2019 September 10 – Council amended to update formatting and compensation rates

Review Date – Review Outcome Description

- 2020 July 15 – Major changes recommended to capture compensation and expense practices, as
- 2019 August 14 – Minor updates recommended to align with current County practices and update compensation rates



Definitions

20 In this policy:

- (1) “ad hoc” means a board or committee formed by Council for a specific task or objective and dissolved after completion of the task or achievement or by Council;
- (2) “administrative representative” means the County employee responsible for the administrative aspects of a board or committee;
- (3) “board” means an internal or external board with members appointed by Council;
- (4) “CAO” means the Chief Administrative Officer;
- (5) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;
- (6) “commission” means an internal or external commission with members appointed by Council and has the same meaning as board or committee for the purposes of this policy;
- (7) “committee” means an internal or external committee with members appointed by Council;
- (8) “compensate” means payment for a member’s time and service;
- (9) “Council” means the duly elected Council of Rocky View County;

- (10) “Councillor” means a duly elected member of Rocky View County Council;
- (11) “County” means Rocky View County;
- (12) “*Family and Community Support Services Regulation*” means Alberta’s *Family and Community Support Services Regulation*, AR 218/1994 as amended or replaced from time to time;
- (13) “incidental expense” means an out-of-pocket cost necessarily incurred by a member to attend meetings, training, or other pre-approved official activities or events, such as but not limited to accommodation, meals, mileage, parking, travel fares and additional childcare. Incidental expenses do not include any loss of wages and personal expenses, as well as anything else deemed non-incidental by the Chief Administrative Officer;
- (14) “meeting” means a regular meeting, special meeting, or hearing of a board or committee as permitted by legislation, the applicable terms of reference, and other applicable County bylaws and policies;
- (15) “member” means a person, including a Councillor, appointed by Council to a board or committee, subcommittee, or ad hoc board or committee;
- (16) “official activities or events” means annual general meetings, volunteer appreciation events, program tours, field tours, and other activities or events necessary to the function of the board or committee as authorized by the board or committee’s administrative representative;
- (17) “reimburse” means the repayment of money a member spent on an incidental expense;
- (18) “Rocky View County” means Rocky View County as a municipal corporation and the area within its jurisdictional boundaries;
- (19) “seasonal closure” means closure of the County Hall between the Christmas Day and New Year’s Day general holidays (or respective days in lieu); and
- (20) “training” means participation at conferences, workshops, or other training activities as authorized by the board or committee’s administrative representative, but does not refer to training expenses (e.g. registration, tuition, etc.).

Schedule A – Compensation Rates

1 Agricultural Service Board and ALUS Partnership Advisory Committee

	Chair*	Members at Large	Councillors
Meeting per diem	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours	N/A
Training per diem	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours	N/A

2 Assessment Review Boards

	Presiding Officer	Members at Large	Councillors
Meeting per diem	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours
Training per diem	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours
Writing a board decision	\$175 per decision**	\$175 per decision**	\$175 per decision**

3 Marigold Library System Board

	Members at Large (Paid by Rocky View County)	Members at Large (Paid by Marigold Library System)
Board meeting per diem	\$175 – up to 4 hours \$300 – up to 8 hours	N/A
Committee meeting per diem	\$125 – up to 4 hours \$250 – up to 8 hours	\$50
Training per diem	\$175 – up to 4 hours \$300 – up to 8 hours	N/A
Annual presentation to the County per diem	\$175 – up to 4 hours \$300 – up to 8 hours	N/A

Board and Committee Member Compensation and Reimbursement

Council Policy

C-221

4 Municipal Planning Commission

	Chair*	Members at Large	Councillors
Meeting per diem	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours	N/A
Training per diem	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours	N/A

5 Subdivision and Development Appeal Board and Enforcement Appeal Committee

	Chair	Members at Large	Councillors
Meeting per diem	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours
Training per diem	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours	\$175 – up to 4 hours \$300 – up to 8 hours

*If the Chair is a Councillor, the Councillor is compensated in accordance with C-195 and not this policy.

** Paid to the one member assigned by the Presiding Office to write the Board’s decision.

Schedule B - Reimbursement Rates for Incidental Expenses

Room accommodation

- 1 When a member is required to be away from home overnight to attend a meeting, training, or other official activity or event, the County pays for the costs of a member's hotel room and associated taxes. The County does not reimburse members for other room charges, such as but not limited to room service, meals for spouses, movie rentals, dry cleaning or laundry, and the minibar.
- 2 The administrative representative must book accommodation for members, unless the administrative representative permits otherwise. Rooms must be booked using a government, corporate, or conference rate, if available.
- 3 Members must submit detailed, itemized accommodation receipts that show any GST paid.
- 4 The County reimburses members for internet connection charges if the internet is required to perform board or committee work during the trip.
- 5 Members choosing to use private accommodations must ensure the accommodation is conducive to the purpose of the board or committee business. The eligible rate for private accommodation is \$50.00 per night and no receipts are required.

Meals

- 6 The County reimburses members for meals if members are required to purchase meals while attending a meeting, training, or other official event. The maximum claimable amounts for meals (including gratuity and excluding GST) are \$15.00 for breakfast, \$20.00 for lunch, and \$35.00 for dinner. The maximum daily limit is \$70.00. No receipts are required.
 - (1) The County expects members to eat the meals supplied at the meeting, training, or other official event, if provided.
- 7 If circumstances require a member to exceed the limits in section 6 of this Schedule, the member must provide original receipts itemizing purchases and a justification for the additional expense. Meal expenses above the limits are approved at the sole discretion of the CAO.
 - (1) The County expects members, when possible, to consult with their administrative representative prior to incurring any additional expense.
- 8 The County does not reimburse gratuities or tips that exceed 15% of the net bill (excluding GST) or for alcohol purchases.

Personal vehicle use

- 9 The County reimburses members for mileage in accordance with Schedule C. Mileage rates include travel to and from meetings, training, and other official activities or events.
- 10 If members claim for compensation and mileage, but no other incidental expenses, then the County pays the mileage with the compensation on a quarterly basis. If members claim mileage with other expenses, then the County pays these expenses at the time of the claim.

Parking

- 11 The County reimburses members full parking expenses with receipts. The County does not reimburse members for valet parking when self-parking options are available.
- 12 When members must use street parking, the County reimburses members up to \$10.00 a day without a receipt.

Additional childcare

- 13 The County only reimburses members for additional childcare expenses when
 - (1) the member is required to pay for additional childcare in order to be away from home to attend a meeting, training, or other official activity or event; and
 - (2) the additional childcare expenses are over and above those expenses normally incurred while the member is at work from day to day. The intention is not to reimburse for normal childcare expenses incurred during the member's regular work hours even though the member may be conducting board or committee business.
- 14 The County reimburses members additional childcare expenses at the provincial minimum wage per hour without a receipt.

Other incidental expenses

- 15 For other incidental expenses, such as training expenses (e.g. registration or tuition fees), travel fares (e.g. air travel, taxi, or airport shuttle), vehicle rental, and Parks Canada passes, the County applies its employee expense reimbursement policies and rates. Members must consult their administrative representative prior to incurring such expenses.

Schedule C – Mileage Rates

1 Agricultural Service Board and ALUS Partnership Advisory Committee

	Chair*	Members at Large	Councillors
Mileage	Current County rate	Current County rate	Current County rate

2 Assessment Review Boards

	Presiding Officer	Members at Large	Councillors
Mileage	Current County rate	Current County rate	Current County rate

3 Family and Community Support Services Board

	Chair	Members at Large	Councillors
Mileage	Current County rate	Current County rate	Current County rate

4 Marigold Library System Board

	Members at Large (Paid by Rocky View County)	Members at Large (Paid by Marigold Library System)
Mileage	Current County rate only travel to and from the <ul style="list-style-type: none"> • County Hall for annual report to the County • charter bus location for attendance at the Alberta Library Conference 	Current Marigold Library System Rate only for the following travel to and from board and committee meetings

5 Municipal Planning Commission

	Chair*	Members at Large	Councillors
Mileage	Current County rate	Current County rate	Current County rate

6 Subdivision and Development Appeal Board and Enforcement Appeal Committee

	Chair	Members at Large	Councillors
Mileage	Current County rate	Current County rate	Current County rate

*If the Chair is a Councillor, the Councillor is compensated in accordance with C-195 and not this policy.