

**Village of Innisfree
Procedure No: 1100-09**

Compensation and Expenses Policy

Policy

The Village of Innisfree recognizes the need to provide accountability and transparency in all operations of the Municipalities; compensation and expenditures are a component of that need.

Purpose

The purpose of this policy is to:

1. Outline the compensation amounts and allowable expenses for members of Council, Board members, Employees and Volunteers that are incurred in the course of Village business.
2. Establish processes that will be followed to ensure timely review of expenses and this policy.
3. Establish parameters for the reporting of Council Honorariums and expenses to provide accountability and transparency.

Definitions

1. **Board member** means a person appointed to a Council Board, Commission or Committee.
2. **CAO** means the Chief Administrative Officer of the Village of Innisfree, pursuant to the *Municipal Government Act*.
3. **Council** means the Council of the village of Innisfree, in the Province of Alberta, pursuant to the *Local Authorities Election Act* and the *Municipal Government Act*.
4. **Council Remuneration** is the rate paid to each member of Council as determined at the annual Organizational meeting.
5. **Employee** means an individual who is employed by the Village of Innisfree, in the Province of Alberta.
6. **Full Day** means in excess of four hours duration.
7. **Half Day** means a minimum of two (2) hours and a maximum of four (4) hours.
8. **Per Diem** is the Full Day, Half Day or Hourly Rate for Council members attending meetings and events in connection with Village Business.
9. **Spouse** means husband, wife, significant other or a guest (one).
10. **Volunteer** means an individual who freely offers to take part in an enterprise or a task that benefits the Village of Innisfree.

Guidelines

1. Responsibilities

- a. The Mayor
 - i. shall be responsible to review and approve any expense claim submitted by a Councillor, Board Member or the CAO that is a result of Village business. In the Mayor's absence, the Deputy Mayor or Acting Mayor may approve these expense claims.
 - ii. Shall approve by resolution, this policy and any amendments.
 - iii. Shall consider the allocation of resources for successful implementation of this policy in the annual budget process.
 - iv. Shall claim expenses in accordance with approved annual budgets.
- b. The CAO shall:

- i. Implement this policy and approve procedures;
 - ii. Review Employees' and Volunteers' expense claim forms resulting from Village business;
 - iii. Provide each Councillor with a quarterly statement of expenses, and
 - iv. Disclose the individual Council compensation and expense reimbursement on the Village website on a quarterly basis to facilitate accountability and transparency to ratepayers.
- c. Board Members, employees and Volunteers shall claim expense in accordance with the policy.

2. Council Per Diems

- a. The following Councillor per diems are applicable:
 - i. Council hourly rate – for ad hoc meetings and Village business less than two (2) hours.
 - ii. Council half day rate – for municipal-related activities equal to or less than four (4) hours.
 - iii. Council full day rate – for municipal-related activities greater than four (4) hours in a single day.
- b. Per Diem rates shall be as specified in Schedule "A" and be reviewed and/or changed annually during the Annual Organizational meeting by a majority vote and otherwise changed at any Council meeting upon unanimous vote of Council.

3. Expenses

a. Conferences, Seminars & Training

- i. Where possible, all conferences, seminars and training shall be approved in the annual budget process.
- ii. If a conference, seminar or training event is not approved in the annual budget, and a member of Council, Board member or the CAO wishes to attend, it must be approved by resolution of council prior to registration and attendance.

b. Meals & Lodging

- i. Meals may only be claimed when travel occurs during the following times:
 - 1. Breakfast, when travelling prior to 7:00 am
 - 2. Lunch, when travelling prior to 1:00 pm
 - 3. Dinner, when traveling prior to 6:00 pm.
- ii. Meals, excluding gratuities may be claimed, subject to receipts being provided, pursuant to the approved maximum amounts found in Schedule "A."
- iii. Full meals, included in airfare, conference registrations, etc. may not be claimed unless special circumstances occur, such as in the event Village business prevents use of a pre-set meal.
- iv. Gratuities for meals shall be permitted as an expense, subject to Schedule "A."

- v. Reimbursement of accommodation will be given, subject to receipts being provided for actual and reasonable commercial accommodations, based on accommodation that is conveniently located and comfortably equipped.
- vi. Rate reductions, special offers and government rates will be utilized for accommodations wherever possible.
- vii. If a member of Council, a Board Member, Employee or Volunteer wishes to have accommodation over the standard accommodation, all additional charges shall be at the sole cost of the individual.

c. Travelling

- i. All travel shall be by the most direct route and the most economical means of transportation.
- ii. Where possible, persons traveling to and from a destination at the same time shall utilize the same vehicle; only the owner shall be entitled to receive travel expenses for that vehicle.
- iii. Reimbursement for use of personal vehicles for Village business shall be set at the annual automobile kilometrage rate as set by the Canada Revenue Agency.
- iv. Travel time is paid to:
 - 1. Members of Council, Board Members and Volunteers as per the Per Diem hourly rate; and
 - 2. Employees, at the individual hourly salary rate, regardless of whether the member is the driver or passenger on the trip.

d. Other Direct Expenses

- i. It is recognized that there may be direct expenses incurred that are not covered in this Policy. In that event, expenses deviating from the Policy must be reviewed and presented for approval:
 - 1. For members of council and Boards, in an open Council meeting by a majority of Council;
 - 2. For Employees and Volunteers, by the CAO prior to the expenditure as per the current budget. If the expense exceeds the budget, it must be approved in an open Council meeting.

e. Non-reimbursable Expenses

- i. The following is a listing of non-reimbursable expenses:
 - 1. Expenses attending a political party function of any type;
 - 2. Charges for in-room movies or games; and,
 - 3. Alcoholic beverages except reasonable consumption for the purposes of hosting dignitaries.

f. Spousal Expenses

- i. If a spouse/partner accompanies a member of Council or board o, Employee or Volunteer to an out of the Village conference/convention, the expenses of the spouse/partner for travel, meals and registration are considered a personal expense except in the following circumstances:
 1. Where the spouse/member is invited through a conference to accompany a member of Council, Board Member or the CAO to banquets/receptions, may be claimed.
 2. Where a member of Council or Board, employee or Volunteer is invited to a social or fundraising function in an official or representation capacity within the County of Minburn No. 27, and a spouse/partner is invited, their ticket for the social or fundraising function may be claimed.

g. Claiming Expenses

- i. The appropriate expense claim forms for the Mayor, Board Members, Employees and Volunteers must be submitted to the CAO within thirty (30) days of the expense being incurred. The CAO will forward the specified completed claim forms to the Mayor, Deputy Mayor or Acting Mayor as per Section 1.a.i.
- ii. The appropriate expense claim forms for Councillors must be submitted on a monthly basis.
- iii. Original receipts for all actual and necessary expenses must be provided. This includes lodging, conference fees, travel including taxi, transit and rental cars, meals and parking, etc.
- iv. Original receipts shall be provided regardless of the method of payment (local government credit card, purchase order, cash advance, or the traveller's own money.)

4. Persons Affected

- a. Council, Board Members, Staff and Volunteers

5. Revision/Review History

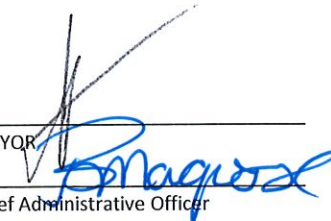
- a. Upon endorsement of this Compensation and Expense Policy 1100-09, the following policies are rescinded:
 - i. None

Date: October 26, 2021

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MAYOR

Chief Administrative Officer



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SCHEDULE "A"

Council Compensation

Item	Rate
Regular Council Meetings Only	<i>\$130</i>
Per diem <i>Hourly</i> Rate (less than or equal to two (2) hours)	<i>\$15</i>
Per diem <i>Half Day</i> (equal to or less than (4) hours)	<i>\$60</i>
Per diem <i>Full Date</i> (>4 hours in a single day)	<i>\$120</i>

Mileage Rates	As per CRA Rates
Meals (not including gratuity)	
Breakfast	\$20
Lunch	\$30
Dinner	\$40
Maximum Gratuity	15%