



Policy No. 1003

Travel, Subsistence and Honorarium Policy

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REVISION RECORD

Date	Version	Revision description
November 12, 2007	1	Original Travel, Subsistence and Honorarium Policy
June 11 th 2010	1	Original Approval of Council Expenses and Meetings Policy
August 16 th 2011	2	Combination of Travel, Subsistence and Honorarium Policy and Approval of Council Expenses and Meetings Policy into the new Revised Travel, Subsistence and Honorarium Policy
October 17, 2012	2	Revised Council remuneration for meetings in Heisler from \$65.00 to \$80.00 as per October 17, 2012 Organizational Meeting
April 19 2016	3	Reviewed and Revised Travel, Subsistence and Honorarium Policy
May 16, 2019	4	Reviewed and Revised Travel, Subsistence and Honorarium Policy

1. TITLE:

1.1 Travel, Subsistence and Honorarium Policy

2. POLICY STATEMENT:

- 2.1 To provide a fair and equitable means of reimbursing Council and members of various committees and boards for their time, travel and subsistence while at conferences, training seminars, meetings, and out of area business.**

3. PURPOSE:

- 3.1 To give fair compensation to those representing the best interests of the Village of Heisler at conferences, training seminars, meetings, and out of area business.**

4. SCOPE:

- 4.1 The scope of this policy is for all those who represent the Village of Heisler at large or those who better themselves in the interest of bettering the Village of Heisler.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 The Mayor and Councillors, where they attend a meeting when representing the Village of Heisler in their official capacity may claim expenses as follows.**

6.1.1 \$80.00 per meeting outside the Village of Heisler.

6.1.2 \$80.00 per meeting in the Village of Heisler.

6.1.3 Mileage at a rate of \$0.50 per kilometre.

- 6.2 Any person chosen to attend a conference or workshop must have prior approval from Council. Once approval has been attained, a list of expenses must be submitted to the Administration Department of the Village of Heisler. The following is a list of approved expenses for conferences and seminars:**
 - 6.2.1 Overnight subsistence in accordance with receipts provided by members;**
 - 6.2.2 Compensation for other expenses incurred in connection with the Conference or Seminar (taxi, parking, etc) in accordance with receipts provided,**
 - 6.2.3 Meals and Subsistence's shall be reimbursed to council in accordance with receipts provided.**
- 6.3 The following conferences and seminars are exempt from the possibility of the submission of a list of expenses:**
 - 6.3.1 Fall Conference of the Alberta Urban Municipalities Association (AUMA),**
 - 6.3.2 Any Committee or Board meetings to which a Councillor has been appointed to attend and that board or committee compensates the appointed member.**
- 6.4 All Council expense claims must be signed and approved by two Council members.**
 - 6.4.1 When a Councillor submits an expense claim, that Councillor may not be one of the two necessary Council members needed to approve expense claims.**
- 6.5 Council members are encouraged to combine travel arrangements by car-pooling whenever possible when travelling outside the Village.**
- 6.6 When a Council member attends a meeting where they are not representing the municipality, or where such attendance has not been approved by Council, or this policy, no compensation will be paid to the member.**
- 6.7 In accordance with the Canada Revenue Agency's provisions for municipal officials, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan (CPP) contributions.**

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the role of the Administration Department of the Village of Heisler to uphold the various policies and procedures enacted by council.**
- 7.2 It is the responsibility of any person representing Village of Heisler at large to submit an expense claim.**
- 7.3 It is the role of council to select two (2) council members to sign and approve various expense claims.**
- 7.4 It is the role of the Administration Department of the Village of Heisler to reimburse approved expenses.**

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation, and review of this policy is the responsibility of the Administration Department of the Village of Heisler.**

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26**

10. ASSOCIATED DOCUMENTS:

- 10.1 Village of Heisler Councillor Meeting & Expense Form**

Council Approved: _____

Motion # _____

Responsibility: Administration

Next Review Date: May 16, 2019
