

Council Policy



Volunteer Board / Committee Member Honarium Policy

Policy Number: CFS469/2018

Approval Date: December 11, 2018

Supersedes Policy: Volunteer Board / Committee Member Honarium and Per Diem Policy
CFS138/2017

SECTION A


1.0 Policy Purpose

- 1.1 To outline how volunteers receive honorariums for the work they do as appointed members to Council Boards, Committees, Commissions, Administrative Committees, or any such working group established by Council or Administration, in service to the community.
- 1.2 This policy only applies to permanent boards and standing committees of Council and not to ad hoc or temporary committees or boards.

2.0 Definitions

- 2.1 **“Chief Administrative Officer”** (CAO) means the chief administrative officer of the Town of Morinville appointed by Council.
- 2.2 **“Council”** means the duly elected representatives of Morinville.
- 2.3 **“Educational Activity”** means any conference, seminar, course, training, or event with content or subject matter directly related to the business of the Board or Committee.
- 2.4 **“Morinville”** means the Town of Morinville in the Province of Alberta.
- 2.5 **“Volunteer Board or Committee Member”** means an individual appointed by Council to a Council Board/Committee.


Mayor


CAO

3.0 Policy Statements

3.1 Honorarium

Honorarium is intended to provide Volunteer Board/Committee Members compensation for Regular and Special Meetings of the Board/Committee to which they are appointed, and meetings and educational activities with content or subject matter directly related to the activities of the Board/Committee and that take place outside of Morinville (exclusive of conferences, which are addressed in item 3.1.1). Honorariums will only be paid if the individual is in attendance at the meeting/activity as shown on the approved minutes of the Board/Committee or as approved by the Town. Allowances may be made for extraneous circumstances, ie Land Use Bylaw review.

3.1.1 Honorariums for Volunteer Board/Committee Members:

Honorariums are paid to Volunteer Board/Committee Members in accordance with the following rate schedule:

# of Hours	Honorarium Rate
0 – 2	\$ 50
+2 – 4	\$ 100
+4 – 8	\$ 200
+8 (Daily Maximum)	\$ 300
Conferences (Daily Maximum)	\$200

3.2 Expense Reimbursement

3.2.1 Volunteer Board/Committee Members shall be reimbursed for out of pocket expenses for approved activities outside of Morinville at the following rates:

- Travel Reimbursement shall be set at the Government of Alberta rate
- Meal Allowance:
 - Breakfast \$41.55 per day
 - Lunch \$9.20 day
 - Dinner \$11.60 per day
 - Dinner \$20.75 per day
 - Cost for accommodation (rate subject to approval)

3.2.2 Expense claims with original receipts must be submitted within 2 months from the date of the meeting, or as per the Committee Chair's direction, to the CAO or designate, utilizing the Expense Claim Form attached as Appendix B.

3.2.3 Administration will process expense claims with expediency once the appropriate authorizations have been given.

4.0 Expiry Date

4.1 For the purpose of ensuring this Policy is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this policy expires December 31, 2021.

4.2 This policy shall remain in effect if the review date passes prior to formal review.

SECTION B

1.0 Reference to other Policy and Legislation

2.0 Persons Affected

Members at Large appointed by Council to Volunteer Boards / Committees as identified in Schedule A.

3.0 Review/Revision History

CFS138/2017

144/2007



Barry Turner
Mayor



Stephane Labonne
Chief Administrative Officer

Appendix A

Town of Morinville
Established Boards/Committees/Commissions
subject to the
Volunteer Board/Committee Member Honorarium Policy

- Assessment Review Board
- Community Services Advisory Committee
- Morinville Community Recreation Facility Sponsorship Committee
- Municipal Planning Commission
- Subdivision and Development Appeal Board
- Traffic Advisory Committee


Mayor


CAO

COMMITTEE/BOARD MEMBER EXPENSE CLAIM FORM

NAME: _____

FOR THE PERIOD OF: _____ DATE: _____

EXPENDITURE DETAILS

Function/Event: _____	
Date(s) of Event: _____	
Duration of Event: _____	Lodging Expense: \$ _____ -
Location of Event: _____	Total Meal Expense: \$ _____ -
Mileage Traveled (km): _____	Mileage (\$) Expense: \$ _____ -
Other: _____	Incidental Expense: \$ _____ -
	Per Diem: \$ _____ -
	Honorarium: \$ _____ -
	Expense: \$ _____ -

GL: _____ Total Expense: \$ _____ -

Function/Event: _____	
Date(s) of Event: _____	Registration Expense: \$ _____ -
Duration of Event: _____	Lodging Expense: \$ _____ -
Location of Event: _____	Total Meal Expense: \$ _____ -
Mileage Traveled (km): _____	Mileage (\$) Expense: \$ _____ -
Other: _____	Incidental Expense: \$ _____ -
	Per Diem: \$ _____ -
	Honorarium: \$ _____ -
	Expense: \$ _____ -

GL: _____ Total Expense: \$ _____ -

Function/Event: _____	
Date(s) of Event: _____	Registration Expense: \$ _____ -
Duration of Event: _____	Lodging Expense: \$ _____ -
Location of Event: _____	Total Meal Expense: \$ _____ -
Mileage Traveled (km): _____	Mileage (\$) Expense: \$ _____ -
Other: _____	Incidental Expense: \$ _____ -
	Per Diem: \$ _____ -
	Honorarium: \$ _____ -
	Expense: \$ _____ -

GL: _____ Total Expense: \$ _____ -

STANDARD MILEAGE PER KILOMETER: \$0.505

**MEAL ALLOWANCE (MAXIMUMS):
(WHEN NO MEAL IS PROVIDED AT MEETING/FUNCTION)**

Morning Meal (When away overnight):	\$9.20
Mid Day Meal (For full day functions):	\$11.60
Evening Meal (When away overnight):	\$20.75

HONORARIUM

Number of Hours	Honorarium Rate:
0-2 Hours	\$50.00
+2-4 Hours	\$100.00
+4-8 Hours	\$200.00
+8 Hours (Daily Maximum)	\$300.00
Conferences (Daily Maximum)	\$200.00

**TOTAL EXPENSES
(This Period): \$ _____ -**

Note: Receipts must be attached/submitted with this Expense Claim. All expenses must be CAO (or Designate) approved.

Claimant's Signature: _____

Date Processed: _____

CAO Approval: _____

Cheque #: _____