County of Wetaskiwin No. 10 Municipal Policy

Department:	Policy No.
11.0 Council	11.0.2

Title Councillor Per Diem

1. **Policy Statement:**

   1.1. The purpose of this Policy is to outline the allowances provided to Councillors for attending meetings, conferences, or performing official duties outside of regularly scheduled Council Meetings.

2. **Responsibilities:**

   2.1. Council will set a full day and half day rate (daily rate) for time spent on official duties annually at the Organizational Meeting.

   2.2. Further review of daily rates will be presented to Council upon receiving Notice of Motion.

   2.3. The Reeve, Deputy Reeve or CAO will review and approve submitted claims.

   2.4. Councillors should complete and submit claims within sixty (60) days.

   2.5. Claims must include details such as the date, nature of the event, and any supporting documentation.

   2.6. Wherever possible, Administration will attempt to coordinate same day meetings.

3. **Guidelines:**

   3.1. Daily rate will be determined as follows:

   a. Half Day – Less than four (4) hours
   b. Full Day – More than four (4) hours

   3.2 The following appointed Committees are compensated a per diem rate:

   a. Alternative Land Use Services (ALUS) Partnership (includes Partnership Advisory Committee (PAC)
   b. Agricultural Service Board
   c. Assessment Review Board(s)
   d. Governance Committee
   e. Planning & Development Committee
   f. ICF | IC Committees
   g. IUOE Negotiating Committee
   h. Parks & Open Space Committee
   i. Other Ad Hoc Committees as approved by Council.

   3.3 Councillors will be reimbursed daily rate for attendance at:

   a. Ambassador Information Session
   b. EOEP Courses - Councilors are encouraged to attend courses in person or virtual provided the course has not been previously taken.
   c. Pembina Zone Meetings
   d. Emerging Trends Seminars

e. Required Intermunicipal Meetings

4. **Related Documents:**

4.1. Expense Claim Form

Previously Signed

Scott MacDougall, CAO

CG20260505.031

Council Resolution