

Policy

POLICY TITLE: COUNCIL APPOINTED BOARD MEMBER AT LARGE HONORARIUM

POLICY NO.: CL-11-07

RESOLUTION: 012-25

EFFECTIVE DATE: 2025-01-01

DEPARTMENT RESPONSIBLE: Council

NEXT REVIEW DATE: 2026-01-01

POLICY STATEMENT:

In recognition of valued service, Council appointed Members-at-Large will receive remuneration for performance of their duties for the Municipal District of Lesser Slave River No. 124 on boards, committees, commissions, or entities. Given the vast distances that can be travelled within the Municipal District and the corresponding time away from other endeavors, it is recognized that there can be significant costs for citizens of the Municipal District to participate on Council appointed boards.

DEFINITIONS:

“Administrative Representative” means the Municipal District of Lesser Slave River No. 124 employee responsible for the administrative aspect of a board, committee, commission, or entity;

“Board” means an internal or external board with Member-at-Large appointed by Council

“Commission” means an internal or external commission with Member-at-Large appointed by Council and has the same meaning as board or committee for the purposes of this policy;

“Council” means the duly elected Council of the Municipal District of Lesser Slave River No. 124;

“Entity” means an organization or a business that has its own separate legal and financial existence.

“Member-at-Large” means an individual that is a resident of the Municipal District of Lesser Slave River No. 124 and appointed by Council to a board, committee, commission, or entity;

“Municipal District” means the Municipal District of Lesser Slave River No. 124

“Remuneration” means the flat rate of pay to account for the time each Member-at-Large appointed by Council spends representing the Municipal District of Lesser Slave River No. 124 on a board, committee, commission, or entity.

PRINCIPLE:

1. Remuneration Model

- a. The remuneration rate to be paid to a Member-at-Large shall be \$192.00 per meeting or per day' the rate shall not exceed more than \$192.00 per day.
- b. Established rate of remuneration will be adjusted for a cost-of-living allowance, at the same time, in the same manner, and for the same amount (if any) as the salary grid of the Municipal District of Lesser Slave River No. 124. All rates under this policy will be rounded to the closest dollar for ease of processing.
- c. In the event a Member-at-Large is appointed by Council to a board, committee, commission, or entity that has its own means of remuneration and reimbursement, that remuneration and reimbursement provided negates any claim under this policy.

2. Travel Expenses

- a. Travel expense claims are permitted for approved business of the board, committee, commission, or entity. All travel claims must detail the date, time, travel location and purpose of the event of activity. Lump-sum travel claims will not be approved.
- b. Use of personal vehicles shall be paid in accordance with the Subsistence and Travel Expenses Policy.
- c. Where travel authorized, the most direct, economical, and logical mode of travel shall be utilized.
- d. Where transportation is provided (for example, as part of convention registration), it is expected that the Member-at-Large will make use of the complimentary transportation services.
- e. Where a Member-at-Large chooses to use a mode of transportation other than the most economical method, reimbursement shall be as though the most economical method was used.



- f. A Member-at-Large may select a route or mode of transportation to combine personal activities with a board, committee, commission, or entity business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed route and/or mode.
- g. Air travel shall not exceed regular economy class rates. If the Member-at-Large chooses other rates they will be personally responsible for the rates over and above the economy rates.
- h. In the event of adverse weather conditions, the Member-at-Large shall be permitted to seek accommodation until safe travel can be resumed. Unexpected meals and accommodations expenses incurred as a result of the adverse weather shall be reimbursed as prescribed in Appendix A of the Subsistence and Travel Expenses Policy upon submission of all applicable receipts.

3. Meals and Accommodation

- a. Where a Member-at-Large is required to travel on approved business for the board, committee, commission, or entity, the Member-at-Large may claim a meal allowance as prescribed in Appendix A of the Subsistence and Travel Expenses Policy.
- b. The Municipal District of Lesser Slave River No. 124 will not provide reimbursement of alcoholic beverages.
- c. Hotel accommodation will require a receipt in order to be reimbursed. It is expected that the Member-at-Large hotel accommodation be the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Member-at-Large. Every effort must be made by Administrative Representative to book hotel accommodations for Member-at-Large, with charges billed directly to the Municipal District of Lesser Slave River No. 124.
- d. The Municipal District of Lesser Slave River No. 124 will reimburse the Member-at-Large for private accommodation as prescribed in Appendix A of the Subsistence and Travel Expenses Policy except if the accommodation is a private dwelling of the Member-at-Large, in which no reimbursement will be paid.



4. Registrations

- a. Registration fees for duly authorized attendance at conventions, seminars, workshops, or other similar functions shall be paid by the Municipal District.
- b. All registrations are to be submitted to the Administrative Representative, who will submit registrations and make hotel accommodations on behalf of the Member-at-Large.

5. Signing Authority

- a. The Administrative Representative shall review, sign, and approve the payment all expense claims submitted under this policy.
- b. When remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.

6. Administration

- a. Member-at-Large remuneration and expense budgets are approved in the annual budget.
- b. The Member-at-Large must submit their remuneration to the Administrative Representative by the 21st of each month.
- c. Expense claims must be submitted within two months following the end of the month in which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- d. Notwithstanding clause 6(c) above, the Member-at-Large must submit all outstanding remuneration and expense claims within one month of the closing of a budget year. This means that expenses incurred prior to December 31 or a given year, must be submitted by January 31 of the next year.
- e. Expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must be detailed' a credit card statement will not be accepted for reimbursement.
- f. Compliance with this policy is the responsibility of each individual Member-at-Large in cooperation with the Administrative Representative of the board, committee, or commission.



- g. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of the policy.
- h. The Administrative Representative will process claims for remuneration and expense reimbursement in a timely manner. Should there be a concern, the Member-at-Large and the Administrative Representative will meet to discuss and attempt to resolve the concern. Should there be continued disagreement on the interpretation of the policy, the matter will be referred to Council for its decision.

This Policy aligns with all other Municipal District of Lesser Slave River No. 124 Policies and Procedures.

_____"Original Signed"_____
Chief Administrative Officer

_09/24/2025_____
Date

_____"Original Signed"_____
Reeve

_09/24/2025_____
Date

RELATED DOCUMENTS: CL-11-07 (2024)

SPECIAL NOTES/CROSS-REFERENCE: N/A

AMENDMENT DATE: N/A

