



Section Councillor	Policy No. 3-19	Page 1 of 2
Policy Title Reimbursement- Council Per Diem and Salary	Date: January 8, 2019	Resolution No. 10/19

Purpose:

To adequately reimburse County elected officials for their time spent engaged in official duty to Kneehill County and specifically for those duties not directly attached to a particular committee or approved internal/external meeting for or on behalf of Kneehill County.

Policy Guidelines:**1. Basic Salary**

Each Councillor will receive a basic salary of \$2300.00 per month. Effective January 1, 2019.

2. Reeve Salary

The Reeve will receive \$700.00 per month in addition to the basic salary, effective January 1, 2019.

3. Deputy Reeve Salary

The Deputy Reeve will receive \$300.00 per month in addition to the basic salary, effective January 1, 2019.

4. Per-Diem Remuneration for Council Meetings, Board & Committee Meetings and Approved Events by Council Resolution

Each Councillor will receive a per diem of \$390.00 per day and \$195.00 per half day effective January 1, 2019 to attend Council Meetings, Board and Committee Meetings listed in Policy 3-3, approved conventions/conferences/meetings and other programs automatically approved for Council that are listed in Policy 3-8 and all other events that are approved by Council resolution.

- Half Day Remuneration is considered under four (4) hours away from home for a meeting or committee work or participation in a meeting by use of communication facility.
- Full Day Remuneration is considered over four (4) hours away from home or participation by using a communication facility.
- All Council meetings are considered a full day.
- If a Kneehill County Councillor is a Chair of a Committee meeting then that meeting shall be considered to be a full day for that Councillor.
- It is the responsibility of the Councillor to ensure a motion of Council for the Councillor's attendance is made prior to the Councillor claiming it on their monthly expense report.
- The per diem rate for Councillors does not include meals; meals are covered under the meal policy.

5. Time Sheets/Expense Reports:

All Councillors shall submit a monthly timesheet and expense report for reimbursement by the fourth business day of the following month.

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6. **Cost of Living Allowance (COLA)**

In 2019 and subsequent years the pay rates will be adjusted by the previous annual average of the Alberta Consumer Price Index as determined in September of each year. This means the 2020 pay rates will increase by the September 2019 Alberta COLA. In years of negative COLA, the rate will remain the same.

2019 Adjusted Rates		
Councillor	Base	\$2300.00
Deputy Reeve	Base	\$2600.00
Reeve	Base	\$3000.00
Per Diem	Full Day	\$ 390.00
	Half Day	\$ 195.00



Jerry Wittstock,
Reeve



Peter Tarnawsky,
Interim CAO

- Amended: July 30, 2013 355/13
- Amended: October 13, 2015 410/15
- Reviewed: March 28, 2017 154/17
- Amended: January 9, 2018 11/18
- Amended: January 8, 2019 11/18
- Review Date: January 8, 2022**