



## County of Wetaskiwin No. 10 Municipal Policy

Department:  
11.0 Council

Policy No.  
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 (capped at two per diems per annum)
  - c. Pembina Zone Meetings
  - d. Emerging Trends Seminars
  - e. Required Intermunicipal Meetings

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**4. Related Documents:**

4.1. Expense Claim Form

*Previously Signed*  
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Scott MacDougall, CAO

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Council Resolution