

# Big Lakes County Policy

## Councillor And At-Large Honorarium Policy

**Policy Number:** COUNC-04  
**Legal Authority:** *Municipal Government Act*  
**Approved by Council:** January 3, 1995  
**Effective Date:** January 3, 1995  
**Revised Date:** November 3, 2025

### Policy and Procedure Statement

Big Lakes County recognizes a need to provide reasonable honorarium for Councillors and appointees at large.

### Policy

Councillors and at large appointees are entitled to the following honorarium and municipal officer's allowance:

**Monthly Allowance:**

Reeve:	\$1,850
Deputy Reeve:	\$1,550
Councillor:	\$1,450

This monthly allowance shall be paid to reimburse Councillors for time spent on miscellaneous electoral duties, telephone calls, site or project visits and preparation time associated with County business.

**Monthly Cell Phone Allowance:**

Councillors	\$100
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**Honorarium:**

Councillors	\$250 per day
At Large Appointees	\$250 per day

The daily honorarium shall be paid to councillors for all meetings attended by councillors as authorized by Council. Authority is pre-approved if appointed to committees, boards, commissions as representing the County including conferences relating thereto. If not, specific Council approval must be received. All honoraria and expense reimbursements from other organizations shall be paid directly to the County.

Annually at the Organizational Meeting Council shall review this policy in its entirety.

**Rates shall be paid as follows:**

- a) Where travel home is more than 200 km away and late arrival after 6:00 p.m. is chosen rather than overnight accommodations 1 ½ day

No other expenses shall be paid except when:

- councillors attend functions outside their electoral division,
- when the reeve or deputy reeve are required as signing authorities
- when the reeve or deputy reeve attend dignitary functions (such as parades and Remembrance Day, etc.) representing the municipality
- in the absence of the reeve or deputy reeve a councillor could be selected by the Chief Administrative Officer if determined desirable.

In the above cases there would be eligibility for expenses in accordance with the Staff, Appointed Official and Volunteer Firefighter Subsistence and Travel Expense and Allowance Policy but no per diems with the exception of the last item above as selected by C.A.O.

The maximum payment per day regardless of number of meetings shall be one day.

**Subsistence and Travel Expenses and Allowances:**

Councillors and at-large appointees shall be entitled to expense compensation in accordance with the Subsistence Travel Expense Allowances policy.

**Payment of Allowances and Honoraria:**

The monthly allowance shall be paid on or about the 15th of each month. All other expenses and honorariums will be paid at the end of each month. Any claims for a calendar year must be submitted by the first regular council meeting of the January of the following year or it will not be paid.

At all times, compensation and deductions will be paid in accordance with all relevant legislation, including the Income Tax Act.

**Approval of Allowance, Honoraria and Expense Claims:**

The reeve shall approve all councillor allowance, honoraria and expense claims and the deputy-reeve shall approve the reeve's prior to payment.

**Reporting:**

Monthly reports of councillor meetings attended shall be prepared for council information in detail with a summary of allowances, honoraria and expenses reimbursed.

**Health Plan Benefits:**

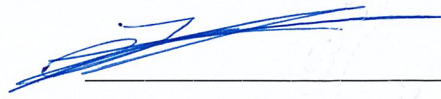
Big Lakes County shall share the monthly premium cost of the County Employees' Group Extended Health Care Plan for participating Councillors as follows:

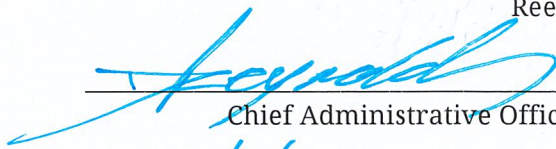
- (a) One Hundred percent (100%) of the cost of the family premium where the Councillor and his family are covered under the Plan; or


- (b) One Hundred percent (100%) of the cost of the single premium where only the Councillor is covered under the Plan.
- (c) The Employer shall provide an 80% direct payment medical expense card.

Big Lakes County shall share the monthly premium cost of the Dental Plan as follows:

- (a) One hundred percent (100%) of the cost of the family premium where the Councillor and his family are covered under the Plan; or
- (b) One hundred percent (100%) of the cost of the single premium where only the Councillor is covered under the Plan.

  
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Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

  
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Date of Final Signature