



Policy Title COUNCIL AND BOARD REIMBURSEMENT	Date: November 15, 2016 Updated April 16, 2018	Resolution No. 990/16
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SECTION: Administration 10.1

POLICY STATEMENT:

To provide a fair and equitable means of reimbursing Council and Members at Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out of area municipal business events. If the event is being attended primarily as Mayor or Council member, then members will be eligible for expense reimbursement.

DEFINITIONS:

“Meeting” within the context of this Policy the term meeting shall include: Council meetings, Special Council meetings, Committee meetings as well as – when requested by the Municipal Administrator, meetings between Councilors and Village Staff.

PROCEDURE:

Regular Meetings of Council

Regular meetings of Council will be held the third Monday of each month at the Administrative Office.

Council Rates:

1. Council remuneration will be, for time spent while traveling to or from a meeting(s) and while in attendance at a meeting on the basis of the following rates and time sections:
 - a. \$100.00 - First Four Hours (Mayor \$120.00)
 - b. \$25.00 – For every hour after 4 hours, a flat fee will be paid. This will apply to any extra time spent on Council research and projects.
 - c. \$200.00 – A maximum of 8 hours payable for any meeting (\$220 Mayor).

For clarity, any meeting or number of meetings that include more than one portion of the above times sections (i.e. Meetings in excess of four hours), a councilor is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$200.00 or \$220.00 for Mayor. Councilors are expected to exercise discretion when applying for remuneration for meetings that include one time section and extend into another time section in a minor fashion.

2. Other expenses associated with a Councilor's attendance at meetings will be paid in accordance with Travel and Subsistence for Staff and Council Policy.
3. Members of Council shall be reimbursed mileage at the rate per km posted by Canadian Revenue Agency on December 31 of each year when attending Council meetings or other authorized functions.
4. Councilors are authorized to attend special meetings associated with a Council appointed committee without Council approval. However, to the greatest extent possible, Councilors should receive prior approval of Council for attendance at any other special meeting a councilor may wish to attend (e.g. community group meeting). However, Council recognizes that situations may preclude a councilor from advising Council of a meeting prior to his or her attendance. In such cases the Council is to seek Council's approval for his/her attendance prior to the councilor submitting his/her remuneration sheet.
5. If a partner accompanies a councilor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.

Mayor Rates

1. In addition to the above policies, it is recognized that the Mayor will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or officials. The Mayor is authorized to attend such meetings at his/her discretion without Council authorization and to receive remuneration in accordance with this policy for that attendance. To the greatest extent possible, the Mayor should endeavor to inform Council of these meetings prior to his/her attendance.

Board and Committee Rates

1. Municipal Planning Commission Environmental Subdivision and Development Appeal Board will be paid at the councilor remuneration rates established in this policy.

Agendas

1. Regular meeting agendas shall be available for distribution 5 days prior to the meeting date.

General

1. Per Diem sheets are to be filled out monthly by each councilor and delivered to the office on or before the 30th of each month. This provides other members to the opportunity to ask questions about meeting and expenses at the Council meeting. Per Diem sheets received after this date will not be processed for payment until the following month. Administration will include copies of the completed per diem sheets in the following Council Agenda.
2. This policy replaces Council's policy "Council Procedure Policy 10.1"