



Policy Title	Date	Resolution No.
<b>Committee Member Remuneration Policy</b>	<b>October 4, 2024</b>	<b>NGD-24-124</b>

## **POLICY STATEMENT:**

To provide a fair and equitable means of reimbursing Members-at-Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out of area municipal business events.

## **DEFINITIONS:**

“Meeting” within the context of this Policy the term meeting shall include: Committee meetings, Municipal Planning Commission Meetings, Subdivision and Development Appeal Board Hearings.

## **PROCEDURE:**

### Meetings of Committee or Board

Committee/Board meetings shall be scheduled as required based on the availability of the members and the time frame the meeting must occur by.

### Members-at-Large Rates:

1. Members-at-Large 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
  - b. \$ 25.00 - Every hour there after
  - c. \$200.00 - Maximum payable for any meeting.

Remuneration for meeting preparation:

- a. MPC: \$50 per hour to a maximum of \$100
- b. SDAB: \$50 per hour to a maximum of \$300 per hearing
- c. Other Committee meetings: \$50 per hour to a maximum of \$100

\*\* If a member-at-large sits as the SDAB chair, they are to be remunerated at the Council rate.

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 member-at-large is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$200.00.

2. Other expenses associated with a Member-at-Large's attendance at meetings will be paid in accordance with Travel and Subsistence for Staff and Council Policy.
3. Members-at-large 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.

#### General

1. New committee members will be responsible for completing the Committee Member Information Form containing their name, civic address, phone number, date of birth and social insurance number upon appointment.
2. New committee members must provide a void cheque or direct deposit information to Administration to be paid electronically. Cheques will not be issued for remunerations.
3. All payments will be processed the 15<sup>th</sup> and 30<sup>th</sup> of each month.