



Policy Title COUNCIL REIMBURSEMENT 2024	Date: OCTOBER 4, 2024	Resolution No. NGD-24-124
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SECTION: Administration 10.1

POLICY STATEMENT:

To provide a fair and equitable means of reimbursing Council Members 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, shall include Council meetings, Special Council meetings, Committee meetings, as well as meeting requested by the Municipal Administrator, meetings between Councillors and Village Staff.

PROCEDURE:

Regular Meetings of Council

Regular meetings of Council will be held the last Friday of each month at 9 a.m. 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 based on the following rates and time sections:
 - a. First Four Hours:
Mayor \$175.00, Councillor \$150.00
 - b. Remuneration for meeting preparation:
Council meeting: \$50 per hour to a maximum of \$300

MPC: \$50 per hour to a maximum of \$200

SDAB: \$50 per hour to a maximum of \$500 per hearing

Other Committee meetings: \$50 per hour to a maximum of \$200

For clarity, any meeting or number of meetings that include more than one portion of the above time sections (i.e. Meetings in excess of four hours), a Councillor is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$300.00 or \$350.00 for Mayor. Councillors 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 Councillor's attendance at meetings such as travel, hotels, meals, etc. will be paid with Council's approval.
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. Councillors are authorized to attend special meetings associated with a Council appointed committee without Council approval. However, to the greatest extent possible, Councillors should receive prior approval of Council for attendance at any other special meeting a Councillor may wish to attend (e.g., community group meeting). However, Council recognizes that situations may preclude a Councillor 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 Councillor submitting his/her remuneration sheet.
5. Councillors are authorized to attend conferences, conventions, educational training sessions and meetings without prior approval from Council up to a maximum expense of \$1,500.00 including travel. When possible, Councillors should seek approval from Council for their attendance and expenses associated with their attendance, particularly expenses that do not fall under their Travel and Subsistence budgeted allotment.
6. If a partner accompanies a Councillor 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, and Subdivision and Development Appeal Board meetings will be paid at the Councillor 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 Councillor and delivered to the office on or before the 15th of each month. This provides other members to the opportunity to ask questions about meetings 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.