

Town of Naicam Policy Manual

<i>POLICY TITLE:</i> COUNCIL REMUNERATION	<i>POLICY NUMBER:</i> <div style="text-align: center; font-size: 24pt; font-weight: bold;">15 /2017</div>	<i>EFFECTIVE DATE:</i> January 1, 2019
<i>ORIGIN:</i> Administration	<i>ADOPTED BY COUNCIL ON:</i> June 13, 2017	<i>AMENDED DATE:</i> December 11, 2018 Dec 10, 2019 Res#2019-236

Purpose:

To provide a guideline for staff and council with regards to council remuneration. This policy is updated annually by Council resolution.

Procedure: All claims for remuneration must be received by the Town within the calendar year in which the meeting took place in order to be eligible for payment. Each person is responsible for ensuring they have claimed meetings, training, etc. for which they are eligible.

Mayor’s Honorarium is a remuneration rate separate from meeting rates paid out to the Mayor to compensate for Mayoral duties including meetings with the general public, public appearances, media interviews, and other duties performed by the head of Council. This is paid out annually in November/December or as otherwise requested throughout the year.

Council Meeting Rate is paid out per meeting attended and includes regular meetings and special meetings of Council. A member of Council must have been present for the majority of the meeting to be paid the full meeting rate, otherwise the meeting rate will be prorated for the portion present at the same rate as committee meetings.

Committee Meeting Rate is paid out to members of Council at an hourly rate up to a daily maximum for meetings of those Committees and Boards the member has been appointed to by Council. This is for scheduled/official meetings of a Committee or Board and is not applicable of any additional work or voluntary activities that may be expected or requested of a member of Council. This is also not applicable to boards where the member receives compensation from that board.

Conventions/Training Rate is paid out to members of Council at an hourly rate up to a daily maximum for Conventions, Workshops, Training, Special Appearances, etc. sponsored by, requested by, or approved by Council where the member is not already receiving payment or compensation in some other form either from the Town or a third party.

Public Appointment Meeting Rates are eligible to be paid out to a member of the general public who has been appointed to a board or committee by Council at a flat rate per meeting. A claim for payment must be presented to administration and signed by an executive of the board or accompanied by Minutes listing the person as present at the meeting.

Council Remuneration

Mayor’s Honorarium	\$3,250.00/year
Council Meetings	\$200.00/meeting
Committee Meetings	\$25.00/hour – max \$200.00/day
Conventions/Training	\$25/hour - max \$200/day
Public Appointment Meetings	\$50/meeting
Mileage	\$0.45/km

Other Expenses

Compensation for meals, parking, transportation, accommodation, etc. is subject to the Per-Diem Expense Claim Policy #14-2017.

Additional expenses may be approved and reimbursed if deemed reasonable by Administration or Council.