



Department: Council

Policy No: 35

Policy Title: Remuneration and Expenses Policy

Resolution No: 226/17

Date: October 4, 2017

Review Date: May 2021

Policy Statement:

The Village of Alix recognizes the need for defined rates of reimbursement for the Mayor, Councillors and staff while they are attending to Village of Alix business or acting as representatives on behalf of the Village of Alix.

Purpose:

To specify rates of remuneration for attending meetings, committee and board meetings, courses, seminars and conventions, expense reimbursement, mileage rates, available benefits and declaration of honorariums for tax purposes.

Definitions:

- **“Committees, Boards and Commissions”** are those meetings in which either the designate/alternate Councillor shall be remunerated as per policy, depending on which is in attendance at any meeting.
- **“Regular Council Meetings”** are those meetings of Council regularly scheduled to deal with municipal business.
- **“Special Council Meetings”** are those meetings called by the Mayor acting upon instruction of Council or a majority of Council to deal with specific items that cannot wait until the next regular meeting of Council and includes Public Hearings not scheduled on a regular Council meeting date.
- **“Teleconference Meetings”** are those meetings called by a committee, board or commission that are held by telephone conference call rather than the group gathering together to meet in person.

Procedure:

1. The Mayor or a member of Council shall be remunerated when Council forms an ad hoc committee and the Mayor or Councillor is required to attend as a representative of Council.

2. Conventions, Courses, Seminars are those conventions, courses, seminars that pertain to Council, Municipal Affairs, and/or concerns. Attendance shall be approved by motion of Council and a maximum of two conventions, or seminars, or courses per Council member are allowed each budget year, in addition to the AUMA Convention. The Mayor or members of Council qualify for per diem remuneration.
3. Public relation events that require a member of Council to attend such as bringing greetings, parades, etc.

Rates of Remuneration:

1. a) Monthly Payment:

\$250.00 - Mayor
\$150.00 - Councillors

- b) Half-day Regular/Special Council Meetings and in-town Committee Meetings, Special Functions, Greetings (*Greetings and Special Functions as approved by Council/CAO, Minutes not required.*)

\$100.00 per meeting

- c) Full-Day Council Meetings and in-town Committee Meetings, Special Functions, Greetings (*Greetings and Special Functions as approved by Council/CAO, Minutes not required.*)

Mayor and Councillors	\$175.00 per meeting
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- d) Half - Day Meetings and Seminars/Evening Meetings, out-of-town (less than 4 hours).

Mayor and Councillors	\$100.00 per meeting
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- e) Full - Day Meetings, Seminars and Conventions, out-of-town (Per Diem).

Mayor and Councillors	\$175.00 per day
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- f) Teleconference Meetings, Mayor and Councillors.

\$100.00 – Half Day
\$175.00 – Full Day

- g) Other Board/Committee Meeting Fees and Per Diem

Mayor and Councillors – Council members who attend out-of-town seminars and conventions on behalf of other boards and committees will be reimbursed the difference in per diems between those boards and committees’ rates and the Village rate.

Expenses:

2. a) Mileage to attend out-of-town meetings, conventions, training, public relations activities and to attend to Village business.

Mayor, Councillors and staff - **.50** per kilometer.

(Mileage rate shall be based on the latest Revenue Canada Tax Guide calculations for maximum deductible cents per kilometer allowance).

- b) Overnight Accommodation:

Mayor, Council and Staff

Actual cost of room and related expenses (i.e parking), reimbursed with receipt.

- c) Meals: Mayor, Council and Staff – reimbursed per receipts to a maximum of;

i) A maximum of **\$60.00** per day will be allotted for meals and entertainment **with receipts submitted.**

ii) Reimbursement of meals does not include alcohol purchases and gratuities will be limited to a **maximum of 15%.**

3. All expenses, meeting fees and per diems will be paid to Councillors monthly. Mayor to review Councillor expense sheets, Deputy Mayor to review Mayor’s expense sheets.

4. Other Benefits:

Mayor and Councillors – AUMA Council Off-Duty Plan D coverage.

5. Income Tax:

T-4 Slips will be issued indicating a percentage of honorarium earnings (as per Revenue Canada rates) for each year.

Mayor

CAO

Date