



Department: Administration

Policy No: 39

Policy Title: DEM & DDEM Honorariums

Resolution No:

Date: June 23, 2019

Review Date: 2023

Policy Statement:

The Village of Alix recognizes the need for defined rates of reimbursement for the Director of Emergency Management (DEM) and Deputy Director of Emergency Management (DDEM) while they are attending to Village of Alix business or acting as representatives on behalf of the Village of Alix.

Guidelines/Procedures:

A. Monthly Honorarium:

- Director of Emergency Management \$200/month
- Deputy Director of Emergency Management \$100/month

B. Meeting and Training rates:

- 4 hours or less \$ 75
- Over 4 hours in one day \$150

1. Meetings claimed must only be in relation to Village of Alix Emergency Management services.
2. Training claimed, including workshops, courses, seminars and conferences must be pre-approved by the CAO to be eligible for payment.
3. Above times relate to meeting/training time only and do not include travel time.

C. Active Duty rates:

- Director of Emergency Management \$250/day \$125 half day
- Deputy Director of Emergency Management \$200/day \$100 half day

The DEM and/or DDEM will be considered on Active Duty at the point when they are formally requested to respond to an emergency situation which is affecting or has the potential to affect the Village of Alix.

D. Expenses:

1. **Mileage:** To attend out-of-Village meetings, training, or to attend to Village business shall be reimbursed at a rate of \$0.50 per kilometer.
2. **Overnight Accommodation:** Attendance at meetings, conferences, conventions, workshops requiring an overnight stay will be reimbursed at actual cost of the room and related expenses (parking), **reimbursed with receipt.**
3. **Meals:** Reimbursed per receipts to a maximum of \$50.00 per day. Reimbursement of meals does not include alcohol purchases and gratuities will be limited to a maximum of 15%.

E. General:

1. Training attendance shall be up to a maximum of \$1,500 per budget year per position including honorarium, mileage and any additional related expenses.
2. Local Community Functions such as parades, suppers or public relations events are not eligible for an honorarium claim.
3. The DEM and/or DDEM are expected to report to the CAO on any attended conference, convention, course or seminar within one (1) month of his/her return.
4. The DEM and/or DDEM shall submit their expenses, meeting fees and any other related claims within one (1) month from when they were incurred.

Mayor

CAO

Date