



## COUNCIL REMUNERATION POLICY#001

Date of Approval by Council:	July 10, 2024
Resolution Number	#202400165

Signature of Approval of CAO:

A handwritten signature in blue ink, appearing to be 'K. R. Le', is written over a horizontal line.

**Policy Statement :** The Village of Andrew members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

**Purpose:** This policy is intended to clarify the remuneration and benefits available to a member of Council when carrying out their official duties.

### **Procedure:**

- i. A half day meeting is 4 hours or less.
- ii. A full day meeting is over 4 hours.
- iii. All calculations of time shall include travel time.
- iv. Honorariums are not payable for events/meetings without a formal agenda or associated educational material.
- v. All remuneration and expense claims for a calendar month are to be submitted, with all required signatures, to the CAO, by the day following the last regular Council meeting of each month unless otherwise communicated by the CAO. If the deadline is missed, the expenses can be submitted the following month. If expense claims are not submitted within 6 months, they will not be claimable and will therefore not be paid.
- vi. Copies of all relevant expenses/receipts are required to be submitted (ie: receipts for meals, hotels, parking).
- vii. Registrations will typically be paid for ahead of time by Village Administration; otherwise, these costs can also be reimbursed through a monthly expense claim.
- viii. For conference attendance where the CAO is not attending alongside council, the council member(s) attending shall be responsible for paying hotel and other expenses and submitting an expense claim.
  - a. Alternatively, if requested to the CAO at least 3 weeks prior to the event, the hotel accommodations can be pre-paid by the Village (if permitted by the hotel).
- ix. Payments for remuneration and expenses will be processed once per month via Electronic Funds Transfer (EFT), unless otherwise requested. Payment may take up to 6 business days.
- x. Only budgeted or pre-approved expense claims will be processed.

- xi. Tips are allowed up to a 20% maximum unless otherwise required by an establishment.
- xii. If meals are included with registration, additional claims will not be paid.
- xiii. Council, and the CAO where applicable, are encouraged to travel together.
- xiv. If a Councillor chooses to stay in private accommodations (family/friends) instead of a hotel, \$50/night can be claimed as an expense.
- xv. The most direct, economical and mode of transportation shall be used.
- xvi. When a councillor is unable to attend a meeting or conference after registration, the Councillor shall refund the Village for any non-refundable associated costs, unless absence was due to an emergency.
- xvii. Where remuneration is paid from another source, a member of Council shall not be eligible for a claim from the Village.
- xviii. If the Mayor or a Councillor is hosting a business meal for reasons of benefit to the Village which includes invited external guests, the names of the guests must be provided with a copy of the GST expense receipt.

Item	Value
Base Council Salary	\$315
Base Mayor Salary	\$420
Regular Council Meeting	\$65
Half Day Meeting/Conference/Seminar/Workshop	\$65
Full Day Meeting/Conference/Seminar/Workshop	\$130
Mileage	0.61 / km
Breakfast	\$15
Lunch	\$20
Supper	\$40