

REMUNERATION POLICY	Department: Council	Policy Source: Council
	Authorized by: Council Signature:	Date: August 26, 2021 Date Revised: Date Effective: August 26, 2021 Date to be Reviewed: October 2022

POLICY: The Village of Alliance recognizes the need for defined rates of reimbursement for the Mayor, Councilors, staff and Council appointed community board representatives while they are attending to Village of Alliance business or acting as representatives on behalf of the Village of Alliance

PURPOSE: To define meetings, committees and boards, which require Council or Council appointed community member representation and qualify for remuneration.

To specify rates of remuneration for meetings, committee and board meetings, course/seminars and conventions, expense reimbursement, mileage rates, available benefits and declaration of honorariums for tax purpose.

DEFINITIONS: "Committees, boards and commissions" are those meetings in which either the designate/alternate Councilor 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 or Chief Administrative Officer acting upon instruction of Council or a majority of Council to deal with specific items that cannot wait until the next regular meeting

PROCEDURE:

1. The Director of Emergency Management will be remunerated for meetings; out of pocket expenses, and mileage per policy.
2. A Councillor that attends a committee, board or commission meeting shall report on the committee meeting at a Council meeting.
3. The Volunteer Fire Chief will be remunerated for out of town evening meetings, out of pocket expenses and mileage as per policy.
4. Volunteer Fire Fighters will be remunerated for out of pocket expenses and mileage as per policy if attending approved out of town training courses

RATES OF REMUNERATION:

1. Honorarium

Monthly Payment	
Mayor	\$600.00
Deputy Mayor	\$600.00
Councillor	\$600.00
DEM	\$50.00

2. *Expenses*

- a) *Mileage*
Mayor, Councilors, appointed community Reps, staff- \$0.55 per kilometer
- b) *Overnight Accommodations*
Mayor, Council and staff- actual cost of room and related expenses (parking) reimbursed with receipt. The Village Visa card can be used to book a hotel room as well.
Appointed Community Representative-subject to approval of Council for actual cost of room and related expenses (parking)
- c) *Meals, Mayor, Council and staff-reimbursed per receipt to a maximum of \$51.00 per day which does not include alcohol. Gratuities to a maximum 15%*
- d) *Appointed Community Representatives-subject to approval of Council*
- e) *All expenses and per diems will be paid to Councillors monthly*

3. *Other Benefits*

Mayor and Councillors-AUMA Accidental Death Insurance

4. *Income Tax*

T4 slips will be issued indicating a percentage of honorarium earnings (as per Revenue Canada rates) for each year