

**MUNICIPAL DISTRICT OF FAIRVIEW NO. 136
PER DIEM AND EXPENSE POLICY**

Purpose of the Policy

This policy sets out the circumstances in which honoraria and expenses will be paid, and the rates at which they will be paid.

I. Accounting

1. Administration is responsible for recording:

- A. Regular and Special Council Meetings recorded in minutes.
- B. Assessment Review Board Hearings
- C. Development Appeal Board Hearings
- D. "Supervision" and "Other" days
- E. Reeve and Deputy Reeve duty days
- F. A.S.B. Chairman Duty days
- G. A.S.B Meetings

2. Councillors are responsible to report:

- A. All other meetings (Committee Board Meeting & Special Meetings).
- B. All expenses other than those prepaid or scheduled.

Note: Councillors are to submit reports on a monthly basis with the report to be submitted at the Council meeting immediately following month end.

II. Days Which Qualify for Per Diem and Expenses

- A. All regular and special Council/Board/Committee meetings plus travel time to and from home for such meetings.
- B. All convention days attended plus reasonable travel time to and from home for the convention.
- C. Councillor Supervision - 3 days per month
- D. Councillor Other - 1/2 day per month
(covers reimbursement for attendance at public appearances, etc. throughout the year)
- E. Reeve Duty - 3 days (in addition to C & D above)
- F. Deputy Reeve Duty - 1 day (in addition to C & D above)

G. A.S.B. Chairman - 1/2 day per month (in addition to C & D above)

III. Per Diem Rates

A. Councillors

Regular and Special Council Meetings.....\$ 250.00 (Effective Jan. 1 /15)
Committee Meetings (including Council as a Whole Committee)
(over 4 hours).....\$ 250.00 (Effective Jan. 1/15)
(4 hours or less).....\$ 125.00 (Effective Jan. 1/15)

B. A.S.B. Members & Chairman

(Over 4 hours).....\$ 250.00 (Effective Jan. 1/15)
(4 hours or less).....\$ 125.00 (Effective Jan. 1/15)

C. MEMBER AT LARGE AS APPOINTED PER POLICY # 11-B-3

(Over 4 hours).....\$ 250.00 (Effective Jan. 1/15)
(4 hours or less).....\$ 125.00 (Effective Jan. 1/15)

D. Any committee meetings held on the same day as a Regular or Special Council meeting, shall be paid as per hours. When calculating hours for committee meetings, travel time is to be included.

E. Per Diem will be paid for attending meetings even if once arriving the meeting is unable to proceed.

IV. Expense Rates

A. Meals and Incidentals

1. Councillors

- 1/2 day meetings..... No claim
- Overnight stays..... \$60.00 per day
- All other meetings.....\$30.00 per day

2. A.S.B. Members

- Overnight stays.....\$60.00 per day
- All other meetings.....\$30.00 per day
- 1/2 day Meetings..... No Claim

3. Staff

Attending M.D. business outside the M.D. or when attending Council/Board/Committee or other meetings
- Actual cost to a maximum of \$30.00 per day;
- \$60.00 per day; if an individual must sleep away from home or have all 3 meals on the road or actual cost

v. Hosting

B. Mileage

1. Councillor Supervision and Duty Days
-52 cents/km
2. All other -52 cents/km

C. Lodging

1. All - actual cost

V. Payment Schedule

A. Councillors

For meetings accounted by administration

- Quarterly advances of \$1000.00 are paid for all meetings except conventions. The account is cleared at year-end.

AAMDC Conventions

- Paid in advance.

All other Conventions

- Will be paid when expenses are submitted.

For meetings and expenses reported by Councillors

- Payment is made at the meeting following receipt of the report.

Councillor Supervision and Duty days Mileage

- Payment is made at year-end.

Director of Corporate Services & Finance

- Director of Corporate Services & Finance receives payment for mileage for local trips (Post Office and Bank) at 200km annually at current mileage rate to be paid each December.

B. A.S.B. Members

Conventions

- Paid in advance.

All other meetings and expenses

- Paid quarterly.

C. **Staff**

Conventions

- Paid in advance.

All other expenses

- Paid at last Council meeting of the month.

Date Approved March 11, 2014

Revised October 27, 2014

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