

MUNICIPALITY OF CROWNEST PASS

MANUAL TITLE:	POLICIES AND OPERATIONS MANUAL
SECTION:	COUNCIL
DEPARTMENT:	
COUNCIL APPROVAL:	DATE: SEPTEMBER 25th, 2007
DISTRIBUTION:	
ADMIN POLICY:	BY-LAW OR RESOLUTION DATE:
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POLICY#:	CNL.002.03
SUPERSEDES POLICY#:	CNL.002.02

COUNCIL REMUNERATION FOR MUNICIPAL DAY MEETINGS IN EXCESS OF 6 HOURS

PURPOSE

As guided by this policy, to reimburse the Mayor and/or Councillors for attending day meetings in excess of six hours.

POLICY

For extra Municipal day meetings of a combined duration in excess of six hours, the Mayor and Councillors shall be reimbursed with a standard stipend for attending and for costs incurred.

DEFINITION

- Stipend:** \$160 per day
- Mileage:** will be paid according to approved schedule or by claim which ever is greater, at the Provincial rate per kilometre
- Costs Incurred:** meals and other costs incurred directly related to attending the meeting
- Excess of Six Hours:** will include travel time

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PROCEDURE

1. Authorization to attend extra Municipal day meetings will be at the request of the Mayor or Deputy Mayor or by motion of Council.
2. Information regarding the extra Municipal day meetings outside of the Municipality will be provided to the Confidential Secretary upon return from the session.
 - a. Reimbursement for stipends, meals and mileage from the hosting agency are to be reported to the Confidential Secretary. Reimbursement is to be paid only once to the Mayor or Councillor, and the hosting agency's reimbursement will be considered first.
3. The Confidential Secretary will review the data and provide the Mayor or Councillor with a cheque for mileage incurred.
4. The Mayor or Councillor shall use their Municipal-issued Credit card for meals and other costs directly related to the extra Municipal meeting whenever possible.
 - a. The Credit Card receipts shall identify for whom the costs were incurred and if more than the Councillor's meals or costs are included on the receipt.
 - b. These receipts are then presented to the accounting department for processing.
5. The stipend of \$160 per day will be added to the Mayor's or Councillor's month end claim form, and submitted at month end to the Confidential Secretary
 - a. The stipend per meeting shall not apply.
6. For unforeseen circumstances, the Mayor or Councillor can use his or her discretion to stay overnight.