

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE:	POLICIES AND OPERATIONS MANUAL		
SECTION:	COUNCIL		
DEPARTMENT:			
COUNCIL APPROVAL:	DATE: SEPTEMBER 25th, 2007		
DISTRIBUTION:			
ADMIN POLICY:	BY-LAW OR RESOLUTION DATE:		
REVIEWED: SEPTEMBER 25th, 2007	REVISED:		
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POLICY#:	CNL.003.03	SUPERSEDES POLICY#:	CNL.003.2

COUNCIL REMUNERATION FOR ACTIVITIES IN EXCESS OF ONE DAY

PURPOSE

The Mayor and Councillors frequently participate in information sessions in the form of meetings, seminars, conferences, workshops, conventions or educational courses as representatives of the Municipality of the Crowsnest Pass. The Mayor and/or Councillor attending these sessions will be able to utilize the information or training received in their position as Mayor or Councillor and therefore be of benefit to their committees and the Municipality as a whole. The Mayor and/or Councillor will be reimbursed for attendance at these functions as stated in this policy.

POLICY

For meetings, seminars, conferences, workshops, conventions or educational courses, the Mayor and Councillors shall be reimbursed with a stipend, a per diem allowance, mileage, and meal costs.

DEFINITION

Stipend: \$160 per day

Mileage: Will be paid according to the approved schedule or by claim, which ever is greater, at the Provincial rate per kilometer

DEFINITION – cont'd

Per Diem: up to \$50 per day for meals plus other costs
(Accommodation/Parking/Public Transportation) to be charged on
Municipal issued credit card, whenever possible, or reimbursed with
receipt.

PROCEDURE

1. The Mayor and Councillors are allowed to annually attend two information sessions within the Province of Alberta that extend beyond one day. Any activity over and above the two sessions allowed is to be approved by Council and/or the Mayor.
2. Registration costs and information regarding the session will be provided to the Confidential Secretary at the earliest date possible.
3. The Confidential Secretary may provide the Mayor or Councillor with a cheque prior to departure that will include:
 - a. mileage
 - b. per diem of \$50 per day
4. The stipend of \$160 per day may 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.
5. If the Mayor or Councillor does not attend the proposed session, all monies paid prior to attending will be returned to the Municipality of the Crowsnest Pass.