

VILLAGE OF MYRNAM



Policy Title: Council Remuneration and Expense Policy
Policy Number: 2021-02
Date of Adoption: October 21, 2021
Reviewed: October 20, 2022
Updated: October 19, 2023
Reviewed: October 31, 2024

POLICY STATEMENT:

While it is recognized that the primary reason that individuals seek municipal office is public service, members of Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses they incur in fulfilling their responsibilities on Council.

1. General Policy Principles

- 1.1 To ensure that individuals who choose to serve their community receive fair compensation for their time and expenses.
- 1.2 To ensure that the Village's reimbursement practices comply with Federal and Provincial legislation, and provide claimants with appropriate guidance relative to acceptable submissions.

2. Definitions

- 2.1 "Political Contributions" mean any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate, that involves direct or indirect support of (or opposition to) any political party, constituency association, or candidate for public office.

3. Standards

- 3.1 Councillors shall not receive additional remuneration for carrying out the responsibilities of the Mayor or Deputy Mayor.
- 3.2 Members of Council are not limited to the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the annual budget.
- 3.3 Ineligible expenses:
 - (a) Golf Tournaments;
 - (b) Speeches, Ribbon Cutting, Acceptance Openings;
 - (c) General public appearances;
 - (d) Community events, such as Canada Day, Remembrance Day;
 - (e) Parades

- (f) Other purely social events;
 - (g) Political Contributions; or
 - (h) Annual Public Meetings
- 3.4 Members of Council shall not claim expenses or per diems to the Village if the expenses or per diems are paid directly to the member of Council by an organization, committee or board.

4. Administrative Procedures

- 4.1 Council remunerations and the schedule of payments are outlined further in this policy.
- 4.2 Under the direction of Council, Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses of comparative municipalities every election year. This review may be conducted through striking a task force comprised of residents from the Village of Myrnam. A report with recommendations will be presented to Council no later than June, prior to the election.
- 4.3 This policy shall be reviewed annually, in conjunction with the Village's Organizational meeting.
- 4.4 Members of Council are encouraged to provide a brief, informal report to the other members of Council after they have taken part in a developmental activity. This will enable other members of Council to share some of benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
- 4.5 Council members shall provide an expense statement with supporting documentation to the Mayor for approval. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.

5. Council Remuneration and Expense Rates

5.1 Regular and Special or Appointed Boards

(a) Regular Council Meetings	\$250.00
(b) Special Council Meetings (3 hours or less)	\$150.00
(c) Special Council Meetings (3 hours or more)	\$250.00

5.2 Mileage

- (a) Any person engaged in Village business will be paid for travel outside the Village of Myrnam at \$0.50 per kilometre.

5.3 Meals and Accommodations Allowance

(a) Any person engaged in Village business will be paid out of pocket expenses such and meals and accommodations that are supported by appropriate receipts respecting the following:

- i. Breakfast \$15.00
- ii. Lunch \$20.00
- iii. Dinner \$35.00
- iv. Registration/Taxi/Parking receipt required
- v. Accommodations receipt required

6. Remuneration Schedule

6.1 Remuneration and Expenses are to be submitted monthly to the Village Office on the same day as the Village Council Meeting.

6.2 Remuneration and Expenses will be paid out at the next cheque run by Administration or within one week; whichever is sooner.

VILLAGE OF MYRNAM

DONNA RUDOLF, MAYOR

ELSIE KIZIAK, C.A.O.