

## Board and Committee Public Member Remuneration

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Date Approved by Council :

Resolution No.:

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Mayor:

County Commissioner:

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### 1. Purpose

This policy establishes remuneration for public members appointed to Sturgeon County Boards and Committees by Council.

### 2. Revision History

| <i>Approval Date</i> | <i>Revision Number</i> | <i>Modification</i> |
|----------------------|------------------------|---------------------|
| NEW                  |                        |                     |

### 3. Persons/Areas Affected

Public members appointed by Council to Sturgeon County Boards and Committees.

### 4. Definitions

The following definitions and interpretations apply in this policy:

*Administrative Liaison* means the Sturgeon County employee appointed by the County Commissioner to provide support to a Sturgeon County Board or Committee;

*Board or Committee* means a Board or Committee established by the Council Committees Bylaw.

*Conference* is a formal meeting at which individuals participate in the exchange of ideas, information and expertise in work-related subject areas;

*Convention* is an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities;

*Council* is the collective group of elected officials who govern Sturgeon County;

*County* is the Municipality of Sturgeon County;

*County Commissioner* means the person appointed as Chief Administrative Officer of Sturgeon County, or his/her designate;

*Expenses* are the costs incurred by public members when conducting Board or Committee business;

*Public member* means someone appointed by Council to a County Board or Committee who is not a member of Council;

*Receipt* is the original documentation provided by a vendor which provides detail about the item(s)/service(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes;

*Professional development* is a process of enhancing a public member's ability to perform in relation to their Board or Committee role.

## **5. Policy Statement**

- 5.1. Council wishes to ensure fair remuneration for Sturgeon County residents who give their time in service to their community by serving as public members on Sturgeon County Boards and Committees.

## **6. Responsibilities**

- 6.1. Public members appointed to Sturgeon County Boards and Committees shall:
- 6.1.1. Follow this policy to demonstrate transparency and accountability;
  - 6.1.2. Submit their expense claims to the Board or Committee Administrative Liaison on a monthly basis. Failure to submit an expense claim within six months of an event or expenditure will result in forfeiture of the claim; and
  - 6.1.3. Obtain receipts and/or other required documents to substantiate expenditures being claimed under this policy.
- 6.2. Administration shall:
- 6.2.1. Review and budget sufficient funds during the budget cycle to provide public Board and Committee members with the remuneration established in this policy;
  - 6.2.2. Review all public members' expense submissions for accuracy and compliance with this policy, and authorize payment of all claims that fully comply with this policy;
  - 6.2.3. Inform public members of any expense claims that do not fully comply with this policy; and
  - 6.2.4. Coordinate travel, accommodation, convention, conference and professional development activities of public members.

## **7. Per Diems**

- 7.1. Per diems shall be paid at the following rates:

- Meeting/hearing less than 4 hours                      \$130
- Meeting/hearing more than 4 hours                      \$260

## **8. Presiding Officer Supplement**

- 8.1. Public members who serve as the Presiding Officer of an Assessment Review Board or Subdivision and Development Appeal Board hearing shall receive the appropriate per diem

as prescribed in section 7, in addition to the following supplement to compensate for the additional duties of the Presiding Officer:

- Hearing less than 4 hours \$45
- Hearing more than 4 hours \$90

## **9. Mileage**

- 9.1. Public members shall receive the Canada Revenue Agency (CRA) rate for any travel from their home to the location of the meeting, hearing, professional development opportunity, convention or conference.

## **10. Meal Reimbursement**

- 10.1. Public members shall be reimbursed reasonable expenses for meals upon the submission of a receipt when the meal is not included as part of a meeting, convention, conference or professional development registration. Meal reimbursement must be pre-authorized by the County Administrative Liaison prior to incurring the expense.

## **11. Conventions, Conferences and Professional Development**

- 11.1. Council shall, through the annual budget process, budget conventions, conferences and professional development opportunities for public members through Department budgets. The Administrative Liaison will advise public members of conventions, conferences and professional development opportunities approved in budget and will coordinate for the public members' attendance.

## **12. Review of Public Member Remuneration**

- 12.1. Administration shall review and make recommendations to Council regarding public member remuneration no later than September 1, 2024.

## **13. Effective Date**

- 13.1. This Policy takes effect on January 1, 2020.

## **14. Procedures**

None.

## **15. Cross Reference**

Not applicable.