



Rural Municipality of Blaine Lake #434 Council Remuneration Policy

Definitions

Council Meeting: There are 12 regular council meetings per year, normally held on the 3rd Tuesday of each month.

Special Council Meeting: When warranted, Special Council Meetings can be called, on an as needed basis, as per the Council Procedures Bylaw in effect.

Committee Meeting: Regular Committee Member appointments are done on an annual basis, however Task Forces, Teams and Ad Hoc Committees may be formed throughout the year for specific tasks or objectives; all appointments are done only during council meetings.

Task Force: A work group typically comprising of experts in specified areas of knowledge or practice, created on an as-needed basis.

Ad Hoc: A committee that is formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

Regular Council Meetings & Special Council Meetings

Council members shall receive a remuneration of \$25.00 per hour, plus mileage from their place of residence at a rate of \$0.50 per kilometer, for each Council Meeting or Special Council Meeting in attendance.

If a council member is in attendance for a full day meeting, a \$20.00 lunch reimbursement will be applicable.

Committee Meetings

Council members shall be eligible for remuneration of \$25.00 per hour plus mileage at a rate of \$0.50 per kilometer for committee, district and any other meeting directly related to their work as reeve or councillor for the municipality as per committee appointments.

Supervision

Council members shall be eligible for remuneration of \$25.00 per hour plus mileage at a rate of \$0.50 per kilometer for any warranted supervision duties directly related to their work as reeve or councillor for the municipality.

Conventions

The Municipality shall pay accommodation expenses for appointed and visiting delegates to both SARM Annual and Mid-Term Conventions. Council members shall be eligible for remuneration of:

- \$150.00 per day allowance;
- reimbursement for all meals to a maximum of \$60.00 per day (broken down into \$10.00 for breakfast, \$20.00 for lunch and \$30.00 for dinner, if the event is considered a partial day);
- mileage at a rate of \$0.50 per kilometer; and,
- reimbursement of parking fees if free parking is not available at the venue and/or hotel.
- Councillors are expected to carpool and/or use as few vehicles whenever possible.

Council Development and Municipal Leadership Development Modules

The Municipality encourages the professional development of Council and staff by paying the registration fees for the Municipal Leadership Development Program (MLDP) course modules for Councillors, the Administrator and the Public Works Administrator. In the event that an individual withdraws from the course after the deadline for withdrawal, the individual shall be held personally responsible for the full registration fee. The municipality shall only pay remuneration for attending MLDP courses *directly related* to their position.

Logs

Council members must keep an itemized log of the time spent attending meetings, type of meeting, supervision hours, mileage incurred, meals where applicable. Sample form attached, but is not prescribed.

Procedure

Council members shall submit expense vouchers for remuneration and mileage and any other authorized expenses at each month's regular council meeting for approval. Expense vouchers must be submitted no less than every three (3) months or the remuneration shall be forfeited.

SARM Health & Dental Plan

- SARM Health & Dental coverage is available to members of council at the same level as employees.
- Coverage is optional and valid only as long as the member is on council.
- Each member of council is responsible to pay the municipality 100% of the annual premium within 30 days of receiving the SARM invoice; this amount is due in full on or before December 31 of each year.

Gifts

Any council members receiving gifts which are being offered to council have the option of keeping the gift for him/herself. Rather than declining the acceptance of the gift, council may submit the gift(s) to the RM office, to be utilized for future donation requests from local not-for-profit groups and/or local community fundraisers.

Legal Fees

Legal Fees are not covered in this Policy; rather, Legal Fees will be addressed on a case-by-case basis as per section 151 of the Municipalities Act, and any other applicable governance.