

# Resort Village of Kannata Valley

## Policy #GG-002

**Policy Title:** **COUNCIL REMUNERATION & GENERAL BUSINESS EXPENDITURES POLICY**

<b>Policy Objective</b>	This policy is to establish the remuneration rates for Village Council when involved in Town-related business such as meetings, conferences, etc., as well as general rates for Council members and Employees (salaried and contracted administrative/WTP Operators).
<b>Authority</b>	Resolution # 2023/068
<b>Supporting Bylaw</b>	n/a
<b>Related Policy</b>	n/a

### **Legislative Authority:**

*The Municipalities Act*

#### **Remuneration, etc., of members of council**

**82(1)** Each member of council is to be paid any remuneration and benefits and any reimbursement or allowances for expenses that may be fixed by the council.

### **Policy:**

#### **1. REMUNERATION**

1.1 The Resort Village of Kannata Valley sets the following indemnity for council meetings and committee meetings with the allowance that should the Mayor or Councillor be unable to attend, remuneration will still apply at the following rates, up to a maximum of two missed meetings per year. The indemnity is as follows:

Regular Council Meetings (1 meeting per month) – Mayor	\$200.00
Regular Council Meetings (1 meeting per month) – Councillor	\$155.00
Regular Council Meetings – When Required – Deputy Mayor	\$165.00
Special Council Meeting – Mayor & Councillor	\$ 90.00
Committee and External Meetings	\$ 75.00

#### **2. EXTERNAL MEETINGS**

2.1 The Mayor and Councillors shall not receive remuneration for attending external appointment meetings if the organization already pays remuneration for attending.

#### **3. WORKSHOPS/TRAINING SESSIONS**

3.1 External workshops/training sessions that have a cost associated with them, and for which a Council member wants to attend, shall be discussed at a regularly scheduled

Council meeting, and a resolution shall be made by Council to send the designated individuals. Workshop costs shall be allocated from the Council Travel/Training/Meals account at a budget annually set by Council.

3.2 All registrations for meetings, workshops, SUMA Convention, etc., are to be handled through the Administrator.

#### **4. MEALS, MILEAGE, AND HOTELS**

4.1 The following applies to all Councillors, and Employees (Salaried and Contracted Administrative and WTP Operators)

a. No receipts are needed for payment of meals. Regardless of how much is spent, meals are paid out as follows:

Breakfast (if left for meeting prior to 7:00 a.m.)	\$ 15.00
Lunch	\$ 20.00
Supper	\$ 25.00

- b. Meals shall not be reimbursed if the workshop/conference attended supplied meals.
- c. Mileage is paid out at the applicable current CRA rates.
- d. Hotels are 100% reimbursable. Best practice indicates that the Village should book the hotel room and use the Village Credit Card for payment.
- e. Parking will be reimbursed at cost.
- f. Any alcohol purchased by Councillors, Mayor, Administration or Operators attending seminars, conferences, Convention, etc. is their own expense and will not be reimbursed by the Village.
- g. The Village, in all departments, will aim to carpool and share resources wherever possible, so as to eliminate unnecessary expenditures.

#### **5. SUMA CONVENTION**

5.1 Unless by resolution of Council, only four people are allowed to attend the Saskatchewan Urban Municipalities Association (SUMA) Convention per year, including the Administrator, the Mayor, and two Councillors.

5.2 If the Mayor or designated Administration personnel do not attend, then additional Councillors can attend in their place.

5.3 The Councillors shall be on an annual rotation as to who can attend SUMA, which gives equal opportunity for all Councillors to attend if they so choose.

5.4 If a spouse attends the banquet at SUMA Convention, their ticket shall not be paid for by the Village and deducted from the Councillor's remuneration.