

R.M. of Moose Jaw No. 161

Council Remuneration Policy

Topic: COUNCIL & BOARD MEMBER REMUNERATION & EXPENSES FOR MEETING ATTENDANCE, SUPERVISION, ETC.

1. Council shall review its remuneration paid for attendance at regular council meetings, conventions, special council meetings, committee meetings, regional meetings and so on at least once per year, usually in January. Six categories of remuneration are established as shown below:
 - (a) Attendance at regular monthly council meetings or special meetings greater than four hours in length.
 - (b) Attendance at special meetings of council lasting 4 hours or less, and committee of council meetings. The rate of remuneration for this service may be hourly or based on a reduced fraction of the daily rate – both rates are to be established and reviewed by council annually.
 - (c) Attendance at “outside” board meetings, evening information or public and information meetings, etc., where the attendee is appointed or authorized by council to represent the municipality on the board or at the meeting.
 - (d) Attendance at conventions, regional meetings, meetings involving longer travel, etc., where the attendee is authorized or appointed by council to make such attendance as a representative of the municipality. The rate of remuneration for this service may be hourly or daily – both rates are to be established and reviewed by council annually.
 - (e) Supervision of all municipal affairs performed by council, including public works supervision and reeve’s supervision of the municipal office. The rate of remuneration for this service may be hourly or daily – both rates are to be established and reviewed by council annually.
 - (f) Rate per kilometre for necessary travel in the performance of duties in supervision or in travelling to meetings, conventions and seminars as designated in (a) to (e) inclusive above.
2. The onus is on individual members of council and third parties to submit requests/reports for remuneration in a fair and equitable manner, and for council as a whole to adjudicate/approve such request/report in the same manner. For council members, requests/reports shall be completed and submitted for each quarter of the calendar year (three-month periods ending March 31, June 30, September 30 and December 31) and reviewed at the council meeting next following the end of each quarter.
3. Council members, including the Reeve, shall only be remunerated pursuant to Item 1.(c) above for attendance at meetings, or meetings of organizations, at which or to which they have been appointed by council to represent the municipality. Remuneration for attendance at meetings, or meetings of organizations, at which or to which no direct appointment of council has been made, shall only be made subject to the consent or approval of council.

- 4. Any member of council, including the Reeve, shall be prepared to report on attendance at meetings, or meetings of organizations, that they attend as a representative of the municipality when requested by council.**
- 5. Where approved attendance at conventions, regional meetings, etc. requires extensive or overnight stay, actual reasonable expenses incurred (i.e. meals, accommodation, taxi fare, misc. fees) shall be reimbursed by council upon submission of receipts. Where a request has been made that a reservation for accommodation be made on behalf of a member of council, and such member of council eventually does not require such accommodation, then such member of council shall ensure that the reservation for accommodation has been cancelled or pay any resulting charge without expense to the municipality.**
- 6. Where a claim is made under Subsection 1(e) & (f) above for supervision and/or supervision travel, claims for kilometres necessarily travelled shall be limited to 1,200 kilometres per calendar year per member of council. Claims for remuneration and kilometers shall be substantiated by the claimant by declaring on any form or paper on which a claim is submitted the nature of the supervision, the date such supervision took place and the kilometres necessarily travelled. Councillor claims shall be for indemnity and travel within the division they represent only, unless the member has been requested by another Councillor or the Reeve to perform supervision in an alternate division, the supervision is as a result of an appointment of council, or the Councillor has been empowered by council as a whole via direction, resolution or bylaw to perform supervision outside of their division.**
- 7. With regard to supervision of works within the municipality, the Reeve shall also be subject to the limits and regulations set out in No. 6 above.**
- 8. Where a claim is made under Subsection 1(c) & (f) above for “outside” board meeting, or evening public or information meeting attendance, and kilometres necessarily travelled to attend such meetings, claimants shall be limited to a combined remuneration and mileage claim for such attendance not exceeding \$1,500.00 per claimant per year.**
- 9. Where remuneration is requested for attendance at conventions, longer regional meetings, seminars and similar such meetings, remuneration for both attendance and expenses shall be made only if the council member or attendee is in attendance at the majority of such convention, regional meeting, seminar and similar meeting.**
- 10. Where employees or other designates claim for attendance at authorized events, Subsection 1(f) and Section 4 above shall apply to with respect to those claims for expenses.**
- 11. Council may authorize alternate payments to appointees for remuneration and expenses as payment for different or special duties, but only by separate resolution of council.**
- 12. Council may authorize payments further or beyond the payments authorized by this policy, but such payment shall only be authorized by separate resolution of council.**