



Summer Village of Horseshoe Bay

Effective Date: January 1, 2012

Policy Number: 6

Title: Per Diem Payment to Chief Administrative Officer

1. Policy Statement

- 1.1 The Summer Village of Horseshoe Bay will establish a per diem rate to reimburse the Chief Administrative Officer for attending meetings, conferences and workshops other than Regular Council Meetings.

2. Definitions

- 2.1 “Regular Council Meetings” will include:

- i) Regular Council Meetings
- ii) Special Council Meetings
- iii) Annual General Meetings
- iv) Public Hearings
- v) Project Management Meetings

- 2.2 “Per Diem” is the daily amount paid to the Chief Administrative Officer for attending meetings, workshops and training sessions duly authorized by Council.

3. Per Diems

- 3.1 Per Diem of \$ 150.00 per day shall be paid for attendance of:

- i) Training/workshops required to administer Provincially Legislated duties including but not limited to:
 - Weed Inspection
 - Emergency Management
 - Freedom of Information and Protection of Privacy
 - ASVA Conference

- 3.2 Per Diem of \$ 20.00 per hour shall be paid for attendance of meetings other than regular meetings as authorized or requested by Council but not limited to:
- Intermunicipal meetings

- 3.3 Per Diem of \$ 40.00 per day shall be paid for attendance of:

- i) Meeting/training/workshops related to professional development as authorized or requested by Council including but not limited to:
 - LGAA Conference
 - AUMA Conference

3.4 No per diem will be paid for attendance at:

- i) Political party and constituency functions
- ii) Any other function usually considered to be a social or public function including but not limited to:
 - Barbeques
 - Grand Openings
 - Ribbon Cutting Ceremonies
 - Community Events

4. **Per Diem Claims**

4.1 Per diem claims must refer to the resolution authorizing attendance and/or be signed by the Mayor or Deputy Mayor as acceptance.

5. **Policy Adoption/Amendment**

Adopted by Resolution April 21, 2012