



Summer Village of Horseshoe Bay

Effective Date: January 1, 2012

Policy Number: 4

Title: Per Diem Payment to Council and Board/Committee Members

1. Policy Statement

1.1 The Summer Village of Horseshoe Bay will establish a per diem rate to reimburse Council members and members at large for attending board and committee meetings.

2. Definitions

2.1 “Per Diem” is the daily amount paid to a Councillor or board member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy’s procedures, and attending special meetings that are duly authorized by Council

3. Per Diems

3.1 Per Diem of \$ 125.00 per day shall be paid to Councillors for:

- i) Conducting annual evaluations of the Chief Administrative Officer at a pre-approved meeting outside of a Regular or Special Council meeting;
- ii) Board/Committee workshops and conferences for appointed board members only when attendance is authorized/approved by the board/committee and approved by Council
- iii) Attendance at Conferences as set out under item 3.4
- iv) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings)

3.2 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

3.3 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

3.4 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

- ASVA Conference All Council
- AUMA Conference All Council
- Mayors Caucus Mayor or Deputy Mayor

Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, administration will submit the registration form. Council is responsible for making other travel and accommodation arrangements as deemed necessary.

3.5 All other board and committee members shall receive a per diem at the following rates:

- Subdivision and Development Appeal Board \$ 125.00
- Council Appointed Representatives on Committees/Boards \$ 125.00

3.6 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.7 Per diems shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

4. **Per Diem Claims**

4.1 All Council and Board/Committee per diem claims must be reviewed by administration to ensure compliance with policy, and shall indicate approval with the Chief Administrative Officer signature. The Mayor will sign the per diem claim to indicate acceptance.

4.2 The Deputy Mayor shall sign per diem claims submitted by the Mayor to indicate acceptance, and may in the absence of the Mayor sign all other per diem claims.

5. **Policy Adoption/Amendment**

Adopted by Resolution April 21, 2012