

Village of Big Valley Policy

COUNCIL REMUNERATION

POLICY NUMBER: 01-2024

POLICY PURPOSE: To allow the Village of Big Valley to set the remuneration fees paid to Councillors and Appointed Committee Representatives.

Procedure:

1. Councillors will be compensated for their attendance at the following meetings:
 - a) Regular and Special Council Meetings;
 - b) Meetings of Committees and Boards as established by Council;
 - c) Conventions and Seminars approved by Council;
 - d) Other Meetings as approved by Council;
 - e) Parades as approved by Council;
 - f) Suppers as approved by Council;
 - g) Golf Tournaments as approved by Council;
 - h) Celebrations as approved by Council;
 - i) Training Fees and Day Fee as approved by Council.
2. Representatives appointed by the Village of Big Valley Council to act on behalf of the Council as representatives or members of associations, commissions and organizations may claim mileage and appropriate meeting fees for meetings and/or workshops if they are not paid by that association and have been approved through a Village of Big Valley resolution.
3. Each member of Council is entitled to remuneration for up to 4 approved non-meeting events per year.

Remuneration:

Village Council, at the Annual Organizational Meeting, will set the following rates:

- a) Meetings: full day, and half day
- b) Mileage
- c) Annual stipend
- d) Any other expenses considered appropriate by Council

Social Functions:

1. Village Councillors may not charge per diems to attend social or recreational functions unless they are formally invited to attend the function on behalf of the Village in an official capacity and have approval from Council as a whole to represent the Village at the function.
2. Members of Council have the authority to take others out to a meal with prior approval of Council as a whole before they occur.

Committee/Board Conventions:

1. The Village will pay all expenses and per diems for convention attendance for all Village-appointed representatives to Committees/Boards subject to prior approval of Council.

2. All Councillors and Chief Administrative Officer be authorized to attend the AUMA Conventions.
3. Where possible, the per diems and expenses paid by the Village of Big Valley will be billed to the respective organization.
4. Councillor and Committee Representative Fee Sheets for meeting attendance and mileage (recorded in kilometers) are to be completed and returned to the office at the end of every quarter (Mar. 31st, June 30th, Sept. 30th, and Dec. 31st).
5. All Councillor and Committee Representative Fee Sheets require the approval of the Chief Administrative Officer.
6. All Councillors must attend a minimum of nine (9) Regular Council Meetings of Big Valley Village Council per year to qualify for the annual stipend of \$1,400.00, paid quarterly, unless otherwise approved by Council as a whole.


Expense Claims:

Expense claims for other than those items listed previously, i.e., hotel rooms, meals, etc., are to be submitted to the CAO accompanied by receipts.

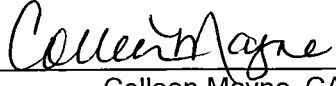
Regulations:

1. Claim round trip mileage from the lesser of location of departure or residence, to the destination approved. Mileage will be paid according to the current Province of Alberta rates.
2. Travelling time is to be included in the per diem charge for the meetings.
3. A minimum of two (2) hours per meeting will be paid at a rate of \$30.00 for the two (2) initial hours. The amount of \$15.00/hour will be paid for every hour after that.
4. If more than one meeting occurs within a four (4) hour period or less, it shall be billed at the \$60.00 rate of one ½ day meeting.
5. If more than one meeting occurs in an eight (8) hour period, it shall be billed at the \$100.00 rate of one full day meeting.

Dated this 13th day of May, 2024



Chantelle Janke, Mayor



Colleen Mayne, CAO