

<b>VILLAGE OF EMPRESS</b>	
Title: Councillor Remuneration and Expense Policy	Policy Number: 24-01
Effective Date: January 1, 2025	Revised Date:

**COUNCILLOR REMUNERATION & EXPENSE POLICY**

This policy replaces *Councillor Expense Policy 11-01*

**Policy Statement**

This policy establishes the rates and procedures for remuneration and expense compensation for elected officials and representatives for business conducted on behalf of the Village of Empress.

**Purpose**

To establish clear guidelines for remuneration and expense reimbursement for elected officials and Village representatives.

**Guidelines and Procedures**

1. Elected Officials will be reimbursed for the time spent preparing for meetings at a rate of \$25.00 / hour to maximum time of 3 hours per month or \$75.00 per month total.
2. Elected Officials will be reimbursed for attendance at Committee Meetings, Council Meetings, Special Council Meetings, Public Hearings, Workshops, conferences, planning sessions, and other meetings, events, and functions as approved by Council. Elected Officials shall be reimbursed as follows:
  - a. \$100 for meetings, functions, events up to and including 3 hours in length;
  - b. \$25.00 per hour over 3 hours.

In the event that an Elected Official attends two (2) or more meetings back-to-back and the meetings are for the same organization or purpose, it shall be considered one (1) meeting for the purpose of remuneration. For example, if an Elected Official attends an organizational meeting, followed by a regular meeting, this is one meeting; or, if there is a board meeting, followed by an Annual General Meeting for the same organization, this is considered one meeting.

These rates apply to Elected Officials and Public-at-Large appointed to committees on behalf of Council, if the public member is filling a role traditionally held by a Councillor.

3. Expenses shall be reimbursed as follows:
  - a. Meals: receipts are required for reimbursement of meals. Meals will be reimbursed based on actual expenses incurred to a maximum amount as set out below. Receipts must be provided. Liquor expenses shall not be reimbursed.
    - i. Breakfast: \$15.00
    - ii. Lunch: \$20.00
    - iii. Dinner: \$25.00
  - b. Mileage: \$0.60 / km
  - c. Accommodation: When accommodation is required to attend a Council approved meeting, conference, or event and the Elected Official is paying for accommodation out of pocket, they will be reimbursed for the actual cost of the accommodation. A receipt must be provided for reimbursement, which will be reimbursed at a maximum of \$250/night. If accommodation cannot be obtained for this amount, special permission will be sought from Council for further reimbursement.
  - d. Phone and Internet Expense: Elected Officials shall receive a monthly phone and internet allowance in the amount of \$75 / month. In the event that al Elected Official does not utilize email communication or a cellular telephone, they shall not be reimbursed for this expense.
  - e. Other expenses: Other expenses may be considered for reimbursement upon the approval of Council.

For clarity, Elected Officials shall not be reimbursed for expenses that are partisan in nature or related to a political party.

4. All Council Claim Forms are subject to review and approval by the Chief Administrative Officer, or their designate. If the Chief Administrative Officer, or their designate, has a concern, the matter will be forwarded to the Mayor, or in the case of a concern with the Mayor's claim form, the Deputy Mayor, for review and direction. If the matter cannot be resolved there, it will go to the Council, as a whole, for a decision.

# Village of Empress

Council Expense Claim Form As Per Policy #11-01

Effective Date: September 20, 2023, Review Date: April 27, 2014, March 16, 2017

Expense Claim for: \_\_\_\_\_

### MEETINGS ATTENDED:

Date:	Meeting Attended	Rate	Total
<b>Subtotal</b>			

### MILEAGE CLAIMED:

Date:	Location	Rate	Total
<b>Subtotal</b>			

### OTHER EXPENSES (HOTEL, SUBSISTENCE, OUT OF POCKET, ETC) Please attach copy of receipt.

Date:	Expense	Cost	GST	Total
<b>Subtotal</b>				

**GRAND TOTAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approval Signature

- PER DIEM (UP TO 3 HOURS)     \$ 75.00
- \$10.00/HR OVER 3 HRS       \$ 10.00
- KM RATE                         \$ 0.505
- BREAKFAST                      \$ 8.00
- LUNCH                            \$ 12.00
- DINNER                          \$ 20.00

\*MAX FOR MEALS PER DAY IS \$50.00