



Policy #GG-003

Policy Title: COUNCIL REMUNERATION & GENERAL BUSINESS EXPENDITURES POLICY

Policy Objective	This policy is to establish the remuneration rates for Town Council when involved in Town-related business such as meetings, conferences, etc., as well as general rates for Council members, Employees, and Fire Department members attending workshops/conferences on the Town's behalf.
Authority	Resolution #6/2017 Amended: Resolution #9/2018 Amended: Resolution #23/2020 Amended: Resolution #13&14/2022 Amended: Resolution #9/2019 Amended: Resolution #9/2021
Supporting Bylaw	n/a
Related Policy	n/a

Legislative Authority:

The Municipalities Act

Remuneration, etc., of members of council

82(1) Each member of council is to be paid any remuneration and benefits and any reimbursement or allowances for expenses that may be fixed by the council.

Policy:

1. REMUNERATION

1.1 The Town of Strasbourg sets the following indemnity for council meetings and committee meetings as follows:

Regular Council Meetings (1 meeting per month) – Mayor	\$250.00
Regular Council Meetings (1 meeting per month) – Councillor	\$180.00
Regular Council Meetings (2 meetings per month) – Mayor	\$125.00
Regular Council Meetings (2 meetings per month) – Councillor	\$ 90.00
Special Council Meeting – Mayor & Councillor	\$125.00
SUMA Convention	\$125.00
Committee and External Meetings	\$ 75.00

2. EXTERNAL MEETINGS

2.1 The Mayor and Councillors shall not receive remuneration for attending external appointment meetings if the organization already pays remuneration for attending.

3. WORKSHOPS/TRAINING SESSIONS

3.1 External workshops/training sessions that have a cost associated with them, and for which a Council member wants to attend, shall be discussed at a regularly scheduled

Council meeting, and a resolution shall be made by Council to send the designated individuals. Workshop costs shall be allocated from the Council Travel/Training/Meals account at a budget annually set by Council.

3.2 All registrations for meetings, workshops, SUMA Convention, etc., are to be handled through the Administrator.

4. LAPTOP ALLOWANCE

4.1 The Town of Strasbourg will pay \$20.00 per month to Councillors using electronic devices at the meetings in an effort to move away from paper waste. This allowance also goes towards the maintenance of a Councillor's current electronic device without the Town having to outright purchase electronic devices for all Council members.

5. MEALS, MILEAGE, AND HOTELS

5.1 The following applies to all Councillors, Employees, and Fire Department members:

a. No receipts are needed for payment of meals. Regardless of how much is spent, meals are paid out as follows:

Breakfast (if left for meeting prior to 7:00 a.m.)	\$ 10.00
Lunch	\$ 15.00
Supper	\$ 25.00

b. Meals shall not be reimbursed if the workshop/conference attended supplied meals.

c. Mileage is paid out at \$0.50 a kilometre.

d. Hotels are 100% reimbursable. Best practice indicates that the Town should book the hotel room and use the Town Credit Card for payment.

e. Parking will be reimbursed at cost.

f. Any alcohol purchased by Councillors attending seminars, conferences, Convention, etc. is their own expense and will not be reimbursed by the Town.

g. The Town, in all departments, will aim to carpool and share resources wherever possible, as to eliminate unnecessary expenditures.

6. SUMA CONVENTION

6.1 Unless by resolution of Council, only four people are allowed to attend the Saskatchewan Urban Municipalities Association (SUMA) Convention per year, including the Administrator, the Mayor, and two Councillors.

6.2 If the Mayor or Administrator do not attend, then additional Councillors can attend in their place.

6.3 The Councillors shall be on an annual rotation as to who can attend SUMA, which gives equal opportunity for all Councillors to attend if they so choose.