

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE:	POLICIES AND OPERATIONS MANUAL		
SECTION:	COUNCIL		
DEPARTMENT:			
COUNCIL APPROVAL:	DATE: September 25th, 2007		
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POLICY#:	CNL.005.01	SUPERSEDES POLICY#:	CNL.005

MONTHLY STIPEND AND REMUNERATION FOR MEETINGS (LESS THAN 6 HOURS)

PURPOSE

As guided by this policy, to provide a monthly stipend for the Mayor and Councillors and to reimburse the Mayor and Councillors for attending meetings.

POLICY

For the purpose of all Council remuneration policies a "MEETING" shall constitute only one of those regular or duly authorized meetings of Council, Committees, or Boards to which the Mayor or Councillors are named, or those extraordinary meetings authorized by motion of Council, or the request of the Mayor or Deputy Mayor.

The Mayor and Councillors shall be reimbursed a standard allowance for attending meetings with a duration of less than six (6) hours (including travel time if outside the Municipality).

The meeting allowance will only be provided if a similar fee is not paid by another Board or Authority.

POLICY CNL.005.01
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PAGE 2

Payment will not be provided for:

- Social or ceremonial events within or outside of the community for which the Mayor or the Council receive courtesy invitations, i.e. Remembrance Day Ceremony, Volunteer Nights, School Graduation
- Ribbon Cuttings, store or business openings, commercial or promotional ventures not directly related to Council or the workings of the Boards or Committees of Council.

In addition to allowances for any meetings attended, a monthly stipend will also be provided.

DEFINITIONS

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| 1. MEETING ALLOWANCE: | \$ 70.00 | |
| 2. MONTHLY STIPEND: | \$ 800.00 | MAYOR |
| | \$ 500.00 | COUNCILLOR |

PROCEDURE

1. Meeting allowances and the monthly stipend will be paid out monthly.
2. All meetings attended should be detailed on the Council remuneration form.
3. The monthly stipend should be identified on the remuneration form.
4. The remuneration form should be completed including the dollar amount claimed.
5. The completed form should be submitted to the Confidential Secretary, or designate, immediately following the end of each month.
6. Should an interpretation of the Council Remuneration Policy be required, the Administration shall refer the question to the Finance Committee whose decision shall be final.