

TOWN OF SUNDRE POLICY #330

Public Member's Meeting Fees

Purpose of the Policy:

To establish a method of determining a fair and equitable meeting rate for Town of Sundre Public Board Members.

Policy Statement:

To provide meeting fees for Town of Sundre Public Board Members that participate in quasi-judicial decisions.

Policy:

Public appointed board members in the following Town of Sundre Boards will qualify for meeting fees as outlined below:

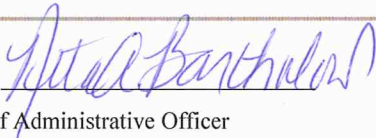
- 1) Assessment Review Board (ARB)
- 2) Municipal Planning Commission (MPC)
- 3) Subdivision Approving Authority
- 4) Subdivision and Development Appeal Board (SDAB)

All other Town of Sundre committees do not qualify for meeting fees unless the meeting is over four (4) hours in length and has been deemed to be payable by the Town Chief Administrative Officer (CAO) or their designate.

Appointed Public Board Members shall receive \$25.00 per hour to a maximum of 4 hours. The meeting timeframe begins when the meeting is called to order and ends when the meeting is adjourned. Members are required to fill in a Town of Sundre meeting claim form, outlining each meeting title, hours, date and amount claimed. To make a claim, each form must be submitted with a copy of the meeting minutes. Meeting minutes can be obtained on-line or from the Clerk/Secretary of each meeting. Meeting forms must be received by the Accounting Assistant no later than January 15th of the following year to ensure expenses are recorded in the proper year.

Should a Public Board Member be required to attend a meeting for more than four (4) hours, in or out of town, they will be eligible to claim \$175.00 per day. This allowance covers any cost differences in regular employment income and is provided to all Public Board Members regardless of employment situation. Other expenses, such as out of town travel and meals, remain claimable through the Municipality's Personal Expense Claim process.

Approval

Signature: 

Title: Chief Administrative Officer

References: Resolution No.127/08

Revision Schedule: Annually

Date: March 10, 2008

Revision: 0

Next Revision: 2009