



POLICY – FN 09

COUNCILLOR REMUNERATION

APPROVAL DATE:	09-1988	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2009-03-05; 2010-09; 2018-07-16	REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which Councillors are reimbursed for attendance at Council and committee meetings.

OBJECTIVE

To outline the way in which Councillor remuneration is calculated and processed by administration.

DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Councillor is a member of Council for the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.



GUIDING PRINCIPLES

- Remuneration amounts are established at the annual organizational meeting of Council.
- Each Councillor is responsible for documenting and submitting to administration the workshop, committee, board, and/or commission meeting attended.
- Administration is responsible for tracking and paying each Councillor for the meetings they attended and expenses they incurred.
- Councillors must submit their meeting and expense claim forms quarterly by the 10th of the following month after the quarter has concluded. Payments shall be made as follows:
 - January, February and March Issued in April
 - April, May, and June Issued in July
 - July, August, and September Issued in October
 - October, November and December Issued December
- Councillors may ask for their reimbursements outside of these intervals as required.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant