



Village of Cremona

Policy #1601-01

Remuneration and Expense Policy

POLICY STATEMENT:

The Village of Cremona will establish guidelines regarding Council Remuneration and Expense as well as Expense for Employees.

1. COUNCIL REMUNERATION:

- 1.1 The Mayor will receive a basic payment of \$200.00/month
- 1.2 The Deputy Mayor will receive a basic payment of \$175.00/month
- 1.3 Councillors will receive a basic payment of \$150.00/month

2. COUNCILLOR BOARD AND COMMITTEE MEETINGS

- 2.1 In addition to the basic remuneration fee which includes the month Regular Council Meetings; Council members will be paid for any meetings that they attend on behalf of the Village of Cremona.
- 2.2 When submitting a claim for travel, meals, lodging, etc. an Expense Claim Form must be filled out and submitted to administration.

3. MEETING EXPENSE RATES

- 3.1 \$15.00 per hour
- 3.2 Item 3.1 does not apply if the Council members are compensated by the committee, commission or board in which they have been appointed.
- 3.3 Travel/mileage will be set at the Alberta Provincial rate per kilometre
- 3.4 Meal expenses must be accompanied by receipts
- 3.5 Lodging expenses must be accompanied by receipts
- 3.6 Other expense not listed must be accompanied by receipts

4. COUNCIL AND EMPLOYEE EXPENSES

- 4.1 Council members or staff shall submit receipts and mileage claims for out of pocket expense incurred on Village business.

A personal expense claim form must be filled out and submitted to administration using the following criteria:

- 4.1.1 Travel/mileage will be set at the Alberta Provincial rate per kilometre
- 4.1.2 Meal expenses must be accompanied by receipts
- 4.1.3 Lodging expenses must be accompanied by receipts
- 4.1.4 Other expense not listed must be accompanied by receipts

5. END OF POLICY

Resolution #035-14

Date Passed: February 18, 2014

Effective Date: February 18, 2014

Reviewed: February 2014



VILLAGE OF CREMONA EXPENSE CLAIM FORM

REMUNERATION: Mayor: \$200/month Deputy Mayor \$175/month Councillor: \$150/month	MEETINGS: Committee and Board Meetings: \$15 per hour <i>Board or Commissions that pay an honorarium such as Mountain View Regional Management Commission or Mountain View Seniors' Housing cannot make a claim.</i>
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Travel Rate: Based on Alberta Provincial Government Rate (currently \$.505 per km).

Meals Reimbursed per receipts

Lodging: Reimbursed per receipts (usually booked through municipality)

Other Expenses: Reimbursed per receipts

NAME: _____

Date	Description	# of Hours of Meeting	Mileage Expense (kms)	Meal Expense	Lodging Expense	Other
	TOTALS					

Signature

Date