

# **TOWN OF VULCAN**

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-17</b>			<b>Members at Large Appointment and Remuneration</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>11/02/13</b>	<b>13.056</b>	
<b>Amended</b>	<b>27/04/15</b>	<b>15.118</b>	
<b>From: F-44</b>	<b>12/12/16</b>	<b>To: A-17</b>	
<b>Amended</b>	<b>12/12/16</b>	<b>16.371</b>	

### STATEMENT:

**The Town of Vulcan requires a policy to formalize a process for establishing an appointment and formalizing the provision of, remuneration, allowances, and expenses to Members at Large appointed by the Town.**

#### **1. Appointment of a Member at Large**

- 1.1** By resolution, Council may appoint a member of the public to represent the Town on different Committees or Boards that Council sees fit to be represented on.
- 1.2** Council determines the process by which these members will be selected:
  - a) By direct appointment;
  - b) By selection after advertising the position;
  - c) By other means Council may select.
- 1.3** Members at Large appointed by Council on a Committee will only receive remuneration, if remuneration is addressed in the Bylaw or terms of reference governing that Committee as approved by Council.

#### **2. Remuneration**

- 2.1** The Member at Large shall be remunerated for the performance of regular and usual duties associated with the responsibilities of their particular appointment:
  - a) Regular meetings of the Committee;
  - b) In addition, the Member shall be remunerated for attendance at extraordinary meetings limited to Special Meetings of the Committee, or Public Hearings.
- 2.2** The rate of remuneration to be provided shall be established in the Rates and Fees Bylaw.

# TOWN OF VULCAN

## Policy Manual

### **2. Remuneration Continued**

**2.3** The Member at Large shall not be compensated for loss of wages for required or requested attendance at Committee meetings or other functions. Instead, the member of the Committee shall, upon approval, be provided with remuneration as established in the Rates and Fees Bylaw

### **3. Travel and Expenses**

**3.1 Travel:** A Member at Large who uses their own motor vehicle to attend a Committee meeting outside the Town of Vulcan shall be reimbursed for travel as established in the Rates and Fees Bylaw.

**3.2 Other Costs:** If a Member at Large incurs other expenses for which reimbursement is not specifically mentioned herein, he/she may request the Municipal Administrator review and reimburse for the expenses incurred.

**3.3 Expense Form:** Members at Large shall complete and submit an expense claim form before the current year's fiscal year end.

**- END OF POLICY-**

