



<b>Policy Title</b>	Municipal Planning Commission Honorarium and Expense Policy
<b>Authority</b>	Council
<b>Approved (Dates/Motion #)</b>	Mar. 8, 2021 (M# TOB63/21)
<b>Policy Number</b>	P-TOB66/001-21
<b>Review</b>	To be reviewed annually at the AGM
<b>Reviewed by/date</b>	Council on Oct. 10, 2023

## Policy Statement

The Town provides its elected officials and MPC Member at Large an honorarium to compensate the members' time and involvement in planning and development leadership while demonstrating sound financial stewardship.

The Town shall provide guidelines to reimburse elected officials and MPC Member at Large fees and expenses incurred in the performance of duties carried out on behalf of the Town and within approved annual budget.

## Definitions

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

**Council** – means the elected body of the Town.

**Education** – mean planning and development related education and training session(s).

**Elected Official** – means an elected representative of the Town tasked with MPC functions in Bassano.

**Expenses** – means expenses incurred as a result of carrying out the MPC functions in Bassano within the approved annual budget.

**Honorarium** – means an amount paid to the elected official and/or the Member at Large for carrying out duties related to the MPC function for the Town.

**Town** - means the incorporated municipality of Bassano.

**Meeting** – means an MPC meeting that authorizes an elected official and Member at Large's attendance within the approved annual budget.

**Member at Large** – means a Member at Large from the Town appointed annually by council to serve as a voting member on the MPC.

**Municipal Planning Commission** – mean the Development Authority as defined in the Town's Land Use Bylaw.

## Responsibility

It is the responsibility of the Council and the CAO to ensure this policy is implemented.

## Elected Official Process

1. An elected official of the Town is entitled to receive an honorarium for participating in an MPC meeting as established in Policy P-TOB11/001-21 only if the meeting is set on a date/time outside of a regular or special council meeting. If a council meeting follows the MPC meeting one payment will be issued to the elected official in attendance for the overall length of the combined meetings.

## Member at Large Process

2. An appointed Member at Large of the Town is entitled to receive an honorarium for participating in an MPC meeting or for attending planning and development related education or workshops as approved within the annual budget.
3. The honorarium payable to a Member at Large is:
  - 3.1 A flat fee of \$100 per meeting, workshop, or seminar.
4. The following expenses will be reimbursed upon receipt when travelling to fulfill MPC obligations on behalf of the Town within the approved annual budget.
  - 5.1 Accommodation expense.
  - 5.2 Meal expenses with gratuity up to 10 percent excluding alcoholic beverages.
  - 5.3 Use of private vehicle, mileage will be paid in accordance with the Canada Revenue Agency rates. Car pooling is encouraged.
  - 5.4 Parking or park passes, c-train or bus fair, taxi, Uber, or other transport service.
5. It is the responsibility of the Member at Large to track all expenses and submit an electronic expense form quarterly to Town administration.
6. The following policy is hereby rescinded:
  - 6.1 Policy TOB-202 Municipal Planning Commission Board Honorarium and Expense

END OF POLICY