

# MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION

## POLICY

	Policy No.: 41-05
Facility: Mackenzie Regional Landfill	Effective Date: October 22, 2005
Policy Title: Per Diem Rates	Page: 1 of 2

### PURPOSE:

To ensure that members of the Board are compensated for their time spent in attendance at meetings, conferences or any other function in the discharging of their duties as Commission Board members.

### BACKGROUND:

All time spent on Commission business has previously been governed by the policies of the Managing municipality, and paid for by each board member's municipality.

### POLICY:

1. Commission Board members, if attending approved meetings only, shall receive per diem fees according to a schedule approved by the Board as amended from time to time.
2. Travel time is to be included in the per diem, the time being calculated from the normal place of residence to and from the meeting place.
3. The per diem fees shall be paid according to the attached Schedule "A".
4. A T4 will be issued to all directors that have received per diems during the year.
5. The per diem rates may be reviewed annually to be effective at the commencement of any calendar year.

Amended February 25, 2006

### RESPONSIBILITIES:

6. The Commission shall approve the scheduling of all Board meetings, and the attendance of Board members at conferences and other meetings.
7. The per diem fees shall be paid by the Commission to the Board members, and not by their respective municipality or organization.
8. The per diem fees shall be paid on a monthly basis according to their attendance at board meetings, and by directors submitting a time sheet listing all other meetings, conferences and training attended.
9. The Commission Board shall be responsible for the review and update of this policy.

### EFFECTIVE DATE:

10. This Policy shall be in force as of January 1, 2006.

	DATE	RESOLUTION NO
Adopted	October 22, 2005	69-05
Amended	February 25, 2006	37-06

**PER DIEM RATES POLICY**

**SCHEDULE "A"**

<u>MEETING DURATION</u>	<u>DESCRIPTION</u>	<u>PER DIEM RATE</u>
Half Day	Less than Four (4) Hours	\$175.00
Full Day	Greater than Four (4) hours	\$300.00