

Hamlet of Parkview in the RM of Marquis 191

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| Policy Title: Board Remuneration Policy | | Adopted By The Voting Citizens of the Hamlet of Parkview | Policy No. #06-2025 |
| Authority The Voting Citizens of the Hamlet of Parkview | Jurisdiction RM of Marquis 191 | Effective Date: August 24, 2025 | Revision Date: |
| Directors Leona Messer, chair Ron Ackerman, vice chair Lynne Guick, secretary | | | |

PREAMBLE: As per section 72 of The Municipalities Act, an OH may request the Municipality to pay an indemnity (remuneration) to directors of the OH for services provided during the board's term of office. Remuneration rates are to be reviewed annually by the board and then recommended to the Municipality for consideration/approval. Remuneration must form part of the hamlet's annual operating budget.

PURPOSE: The objectives of this policy are to provide equitable compensation that attracts, retains, motivates highly qualified appointees, improves board member retention, ensures a democratic election process by mitigating acclamation, increases candidate diversity, enhances board performance, recognizes the continuous efforts of the Chair, Vice-Chair, and Secretary, and compensates board members for their time and expenses incurred in the execution of their duties.

DEFINITIONS

Non- Accountable Allowances - is a financial compensation provided to an OH director for unclaimed expenses associated with the use of personal items to perform their duties. Personal items shall include but are not limited to use of a directors vehicle, cell phone, internet, computer, home office, or property for hosting meetings.

OH - Organized Hamlet Board or the Organized Hamlet Board of Directors

Rate Payers Moneys - tax based money received from the RM as part of the OH budget

Remuneration - or compensation, typically includes fixed fees for attending meetings, bylaw and policy development or review, attending to hamlet business or dealing with complaints.

RM - the Rural Municipality of Marquis 191

POLICY

In accordance with the Municipalities Act and Regulations, Directors of the Hamlet of Parkview are hereby authorized to request compensation for the fulfillment of their duties, as described in Board of Director Policy #03-202, Section 3(a). Additionally, Directors shall be entitled to attend official conferences and receive reimbursement for expenses incurred during such attendance.

6(a)POLICY REVISIONS

Changes to this policy require approval by motion at a regularly scheduled Annual General Meeting (AGM).

6(b)REMUNERATION

- Directors of the OH will be compensated for performing their responsibilities as outlined in Board of Director Policy #03-2024. The remuneration rate covers time spent on preparation and follow-up related to these duties, excluding additional responsibilities. Sixty percent (60%) of the remuneration is a non-accountable allowance, intended to compensate directors for using personal property in the performance of their duties.
- Total remuneration cannot exceed fifteen percent (15%) of the budget. Remuneration rates will be established and motioned at the AGM. Any changes to these rates will be retroactive to January of the current year and disbursed as specified in this policy.
- OH directors may submit requests for supplementary compensation for additional responsibilities as described in Policy 03-2023, at the AGM.

6(d)CONFERENCE

Attendance by OH directors at the PARC conference or other pertinent conferences shall be authorized if the budget allows and the conference amount is set in the budget. Joint travel for board directors is favored whenever practicably possible.

Directors shall receive::

- One hundred dollars (\$100) per day for attendance at conferences.
- A non-accountable allowance of seventy cents (\$0.70) per kilometer for mileage incurred.
- A non-accountable allowance of seventy dollars (\$70) per day for meals.
- Reimbursement for hotel charges shall be limited to a maximum of two hundred dollars (\$200) per night including tax and applicable fees. Submission of a hotel receipt is mandatory for reimbursement.

6(e)RESOLUTION AND REIMBURSEMENT PROCEDURES

- Remuneration resolutions approved at an AGM take effect immediately. These resolutions must be recorded in both the AGM minutes and the minutes of the first board meeting following the AGM.
- Regular remuneration will be paid in two semi-annual installments per year.
- Remuneration for additional responsibilities will be paid once the RM has approved the board minutes.
- Reimbursement claims for conference attendance and related expenses must be submitted for approval at the next subsequent board meeting.
- Remuneration requests must be submitted within the year they occurred. Requests must be submitted to the RM office no less than five business days prior to their December council meeting.