



Last Mountain Regional Landfill Authority



Policy #ADM-02

BOARD REMUNERATION POLICY

Policy Objective: This policy is to establish the remuneration rates for the Last Mountain Regional Landfill Authority board members when involved in duties within a landfill appointed committee.

Applies to: Landfill Administration Services

Responsibility: Last Mountain Regional Landfill Administrator

Approved by Board: Date: February 26, 2020

Resolution #: 23/20

Review Date: January 2021

Policy:

1. Definitions

- a. **Landfill Business:** A meeting or activity in which a board member participates as a representative (or alternate representative) of a committee set by or approved by the landfill.
- b. **Supervisory Time:** Time spent by a board member as a landfill representative overseeing activities directly involving landfill business.
- c. **Committee Meetings –** Meetings attended by board members appointed to a committee set by the landfill board by resolution.

2. General

- a. Committees set by the board will be required to provide a brief written update following each meeting.
- b. Expenditures over \$300 require prior approval at a regularly scheduled meeting including overnight costs, air travel, etc.

3. Remuneration

- a. Board members of the Last Mountain Regional Landfill Authority (LMRL) set the following indemnity for business as follows:
Committee Meetings - \$100
Supervisory Time - \$30 per hour

4. Travel Expenses

- a. Actual travel time will be compensated.
- b. The Board will aim to carpool and share resources wherever possible to reduce expenditures.



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- c. Board members incurring travel expenses while on LMRL business will be reimbursed as follows:

- i. Mileage at \$0.58 per km
- ii. Air or other travel with receipts
- iii. Accommodations
 1. Directors requiring overnight accommodation will make their own arrangements for accommodation and personally paid hotel charges will be reimbursed on presentation of the receipt at 100%.
- iv. Meals
 1. The following applies to all directors and employees:
 2. Meal costs are reimbursed up to the meal allowance rates established and do not require receipts. Meal rates include GST and gratuities.

| Meal | In Province | Out of Province |
|-----------|-------------|-----------------|
| Breakfast | \$8.00 | \$11.00 |
| Lunch | \$14.00 | \$16.00 |
| Supper | \$19.00 | \$24.00 |

3. No claim for a meal allowance may be made for any meal that was provided or included in the accommodation rate or workshop fees.
 4. LMRL will not reimburse any costs incurred for alcoholic refreshments.
 - v. Other
 1. Other travel expenses such as parking, taxi, and telephone expenses may be reimbursed upon submission of the receipts.
5. Additional Training/Sessions
- a. External training sessions that have a cost associated with them, and for which a board member wants to attend, shall be discussed at a regularly scheduled meeting, and a resolution shall be made by the Board to send the designated individuals. Costs shall be allocated from the Training/Remuneration account at a budget set annually by the Board. A brief written report is required following completion of each session.