

SECTION: Finance		POLICY #: FIN-011
Date Approved: May 2, 2011		Council Per Diem Policy
Revision Date: October 1, 2018	Review Date: Sept. 17, 2018	
Authority: Report CAO-04-11; Report DCS-13-11; Report DCS 11-18		

COVERAGE

All Council Members

1.0 PURPOSE

The objective of this policy is to establish per diem eligibility for events and meetings attended by Town of Hanover Council members.

2.0 SCOPE

This policy applies to all members of the Town of Hanover Council.

3.0 POLICY

3.1. GENERAL

Town of Hanover per diem rates were established in November 2017 by the Town of Hanover Remuneration Report. The full day per diem rate is payable for eligible events and meetings over four hours in duration and the half day per diem rate is for meetings of four hours or less.

3.2. ELIGIBILITY

The per diem is paid for attendance at:

- Conferences, seminars or workshops attendance and subject to the parameters of the Conferences/Conventions Policy.
- Out of Area Boards/Committee meetings attendance. This involvement is subject to prior formal Council appointment and appropriate indications of the per diem eligibility
- Should the Mayor or Deputy Mayor attend a Hanover event or meeting resulting in a reduced County of Grey remuneration as per County Policy, he/she shall be eligible for a Town of Hanover per diem for said event and/or meeting.

3.3. ACTIVITIES NOT ELIGIBLE

Meetings of the following indicated Boards and Committees shall be deemed included within Council's annual remuneration and not eligible for per diems from the Town of Hanover, subject to special circumstances approved by the Mayor and CAO/Clerk.

Downtown Improvement Area	Committee of Adjustment/Property Standards Committee
Hanover Bentinck & Brant Agricultural Society	Cemetery Board
Heritage Committee	Economic Development Committee
Parks Recreation & Culture Advisory Committee	Community Improvement Partnership
Hanover Raceway Committee	Waste Management Committee
Planning Advisory Committee	Saugeen Mobility & Regional Transit
Saugeen Municipal Airport Commission	Saugeen Valley Conservation Authority
Library Board	Police Services Board
Launch Pad Board of Directors	Age Friendly Advisory Committee
Westario Power Board of Directors	

and other Committees and/or AdHoc Committees if not shown above, as noted on the applicable Appointment By-laws during the Council term. Specific Boards or Committees may or may not pay per diems or honoraria to its members according to their own policies.

3.4. OTHER EVENTS

During the course of the year, Council members may be invited to various social events in their official capacity. Where there is a charge for attendance, the cost of the Council member's will be borne from the Council budget where all of the following apply:

- a) Council members have been invited in their official capacity and
- b) The event takes place in Hanover or Grey/Bruce Counties and
- c) The event is directly related to the work of the Council of the Town of Hanover.

Where events are primarily for the purposes of fundraising tickets or for general public use, these will not be paid from the Council budget. Tickets for partners or other accompanying persons will not be paid from the Council budget.