


Function: Council - 01
Policy No.: 015



Per Diem for Boards & Committees

Effective Date: February 13, 2020
Review Date: February 13, 2024
Cancel: Policy 240-2 Per Diem for Boards & Committees
Resolution #: 83-2020

CAO Signature: 

Purpose:

This policy serves to set the guidelines surrounding per diem payments that provide members of select Boards and Committees with fair and reasonable remuneration for the performance of their duties.

Guidelines:

1. Per diems will be calculated based on the total hours of commitment for the day and include the actual travel time to and from the meeting or event.
2. Per diem rates are applicable to Assessment Review Board members, Subdivision and Development Appeal Board members and Agriculture Service Board members and are paid as follows:
 - a. Commitments up to 4 hours in a single day - \$174.73 for the half day
 - b. Commitments longer than 4 hours in a single day - \$263.91 for the full day
3. Two commitments up to 4 hours in one day at the same location will be claimed as a one (1) day honorarium.
4. To assist in timely reporting, approved expenses and per diem request forms should be submitted as soon as possible following the event or meeting.

5. Per diem submissions should detail the travel departure and arrival times, the commitment's start and end time, and a brief description of the purpose of the commitment.
6. Per diem payment requests from volunteers on Boards and Committees approved by Council to receive per diem must be approved by County Administration.