

#37. TOWN OF LUNENBURG POLICY -

STAFF MEETING PAY PROCEDURE

I. Purpose:

It shall be the policy of the Lunenburg Town Council ("Council") that meeting pay be paid to all Town employees for attendance at designated meetings pursuant to this Policy.

II. Procedure:

1. Meeting pay is \$30. per meeting. Notwithstanding, Council may vary the meeting pay rate by resolution from time to time.
2. Meeting pay shall be paid to all Town employees (saving Committees to which employees report to or serve on or which are held during regular working hours) required to attend the following meetings:
 - (a) special meetings of Council;
 - (b) standing Town Committee meetings, specifically - Protective Services Committee, Transportation/Utilities Committee, Lunenburg War Memorial Community Centre Committee, Planning Advisory Committee, Heritage Advisory Committee, General Government/Audit Committee, Committee of the Whole, Safety Committee, etc.;
 - (c) staff representatives to Municipal bodies that do not pay honourariums or meeting pay specifically - Joint Expenditure Board (Garbage, Arbitration and Courthouse Committees), Waste Management Committee, Joint Social Services Committee, Lunenburg Home for Special Care Corporation, South Shore Tourism Association, South Shore Regional Library Board, etc.;
 - (d) all Ad-hoc Committee meetings when appointed by the Mayor or Council; and
 - (e) attendance at all official functions, meetings with Municipal, Provincial and Federal government officials, outside organizations etc., when requested to represent Council by the Mayor, Council and/or Town Manager/Clerk or designate.

3. Meeting pay shall not be paid to Town employees for the following meetings:
 - (a) regular Council meetings;
 - (b) sub-committees of standing Town committees;
 - (c) non-municipal organizations except when directed to attend in accordance with Section 2 (e) herein; and
 - (d) any other meeting, conference, seminar or hearing at which reimbursement or honorarium is received from that body.
4. Meeting pay will not be paid under any circumstances if it is in violation of any Town of Lunenburg By-law, Municipal, Provincial or Federal legislation.
5. Where consecutive meetings are held, meeting pay will only be paid to individuals for one (1) meeting attended.

Effective date: March 25, 1993

Revised: April 29, 1999 (staff only)

Revised: April 13, 2000

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