

POLICY MANUAL

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| **Legal References:** | **Policy Department:**Council |
| **Cross References:**Finance | **Policy Number:** C3 |
| **Adoption Date:**September 25, 2017**Revision Date:** | **Policy Title:**Monthly Fees**Review Date:** |

**POLICY PURPOSE:**

Council’s Monthly Remuneration.

**POLICY STATEMENT:**

Councillors and Mayor will be paid their fees and subsistence by the fifteen (15th) day of each month, for the previous month, upon submission of expenses sheet.

The monthly fee for the Mayor shall cover the following:

* Phone calls received and placed from home or from the office;
* Trips to the office to sign cheques, letters, or to discuss matters with staff or professionals (Auditors, engineers, etc.);
* Social functions;
* Research and preparation for meetings; and
* Meetings held within Wembley other than regular/special Council meetings or Committee meetings.