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## COMPENSATION

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**POLICY NO: 303**

**CATEGORY: PAY FOR ATTENDANCE  
AT MEETINGS**

**DATE OF APPROVAL: MAY 27, 2013**

**DATE OF REVIEW: November 20, 2023**

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- a) Any employee, other than the Manager, who may be requested by the Board of Directors to attend a regular board meeting shall be paid or shall be allowed to accumulate overtime, subject to the execution of an overtime agreement, for a minimum of one (1) hour of work at the rate of 1.5 times the employee's regular wage rate or a minimum of three (3) hours of work at minimum wage, which ever is greater. As per Policy No. 101-3 "BANKING OF OVERTIME" banked overtime hours which remained unused at the end of the calendar year during which they were banked shall be paid by the employer at one and a half (1 1/2) times the straight time pay. No banked time will be carried forward to the following year.
- b) Any employee required by the employer to attend a special Board or Committee or Regional Commission meeting shall be paid or shall be allowed to accumulate overtime, subject to the execution of an overtime agreement, for a minimum of one (1) hour of work at the rate of 1.5 times the employee's regular wage rate or a minimum of three (3) hours of work at minimum wage, which ever is greater.
- c) Any Board Member attending meetings on the Commission's behalf where travel and lodging is required will be compensated for actual cost of their accommodation with receipt. The Alberta Government Mileage rate will be paid for travel when using a personal vehicle. Any Board Member attending "Special Away Meetings" can claim \$150.00 for a four-hour meeting, and \$250.00 for all day.

Any Board Member attending meetings where travel and lodging is required is entitled to \$20.00 per day for breakfast, \$20.00 per day for lunch, and \$35.00 per day for supper. Meal expenses over the limit may be approved by the Board with attached receipts. Alcohol beverages will not be reimbursed by the Commission.