

Schedule B - Eligibility Guidelines

<u>Meeting/Event</u>	<u>Honorarium</u>	<u>Per Diem Eligibility</u>	<u>Section</u>
Up to two (2) Meetings of Council	✓		Section 2, 2.4.1
Preparation for Meetings (Includes reading of agenda packages and research)	✓		Section 2, 2.4.2
Special Council Meetings (<i>unless exception applies, see 2.4.1</i>)		✓	Section 3, 3.1.2
Annual Organizational Meeting		✓	Section 3, 3.1.1
Committee/Board Meetings - Appointed Council Member (Appointed by Council)		✓	Section 3, 3.1.4
Appointed Council member alternate to Committee/Board Meetings (attending in place of the primary Council member)		✓	Section 3, 3.1.4
Public Engagement (requested or hosted by Council/Committees or required by legislation)		✓	Section 3, 3.1.3
Meetings with Residents/Business Owners clubs, organizations (with Council Approval)		✓	Section 3, 3.3
Meetings with Residents/Business Owners (without Council Approval)	✓		Section 2, 2.4.4
Informal Meetings with Administration	✓		Section 2 2.4.2
Meetings with External Governments and Agencies (including Government Representatives)		✓	Section 3, 3.1.7 <i>Exception:</i> 3.1.8.
Attendance at Town/Committee Christmas parties, Long Service Awards, social events	✓		Section 2 2.4.5.
Ceremonial Functions (with an invitation to present/speak on behalf of the Town)		Mayor or representative ✓	Section 3, 3.1.6
Seminars, webinars and workshops (with approval)		✓	Section 3, 3.1.9

**Note: This Schedule is intended as a quick reference guide only. Please review the referenced sections for specific details regarding the eligibility of any claim for a Per Diem amount. All Per Diems claimed are subject to approval.*

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Courses (with approval)		✓	Section 3, 3.1.10
Attendance at Conferences (i.e. AUMA, FCM - Council approved)		✓	Section 3, 3.1.8
Travel to and from meetings (subject to being claimed as part of total meeting)		✓	Section 3, 3.5
Cheque Signing		✓	Section 3, 3.1.11
Other Duties (with Council Approval)		✓	Section 3, 3.3

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