

Policy No.: COUNCIL.04

Section: Your Government and People

Policy Title: Council Remuneration & Expense Policy

Adopted Date: October __, 2023

By-law No.: 2023-XXX

Revision Date:

1. Purpose

The Remuneration for Council Members Policy provides the framework for the manner in which the Mayor, Deputy Mayor and Council Members are compensated for attending authorized meetings and professional development events; to ensure that there is consistency and equity in the disbursement of remuneration.

2. Scope

This policy applies to the Mayor, Deputy Mayor, and Members of Council who attend Council, Committees of Council, Local Board, Special and Emergency Meetings as approved by Council. The policy also applies to members of Council who attend authorized Conferences and Professional Development Events.

3. Responsibility

It is the responsibility of the Office of the CAO to oversee this policy and ensure compliance.

4. Procedure/ Policy

4.1. Salary

Council remuneration is determined by Council. It is currently set as follows for 2023:

Position	Annual Salary
Mayor	\$41,148.74
Deputy Mayor	\$30,024.93
Councillor	\$23,699.29

The annual salary is compensation for attending the following:

- Two (2) regularly scheduled Council meetings per month;
- Community events;
- Meetings with department heads

Council will receive an annual salary increase at the same Cost of Living rate as approved for municipal employees through the annual budget process.

The annual salary shall be paid to Members of Council on the first pay period of the month.

4.2. Police Services Board: The level of remuneration for the Police Services Board members will be determined by Council. The 2023 rate is set at \$2,196.45/year. Members will receive an annual salary increase at the same Cost of Living rate as approved for municipal employees through the annual budget process.

4.3. Per Diems

In addition to the annual salary, each Member of Council, including the Mayor and Deputy Mayor shall be entitled to receive a per diem payment for the following:

- Special Meeting of Council
- Budget Meeting of Council
- Committee of Council meetings
- Attendance at a convention/conference/training session

Per diem rates shall be prescribed as follows:

Meeting per diems	Rate
Half-day (<i>meetings up to 3 hours, not including breaks</i>)	\$80.00
Full day (<i>meetings longer than 3 hours, not including breaks</i>)	\$150.00

4.2.1 Exceptions:

- i. Events that are of a social manner/nature do not qualify for payment of a per diem.
- ii. If attending a Professional Development Event or any other meetings at the time of a Council or Committee meeting, the Councillor will be entitled to receive their salary only and may not claim a per diem.

4.2.2 Per Diem claims are to be submitted to the Office of the CAO on the forms provided by the Municipality. Members of Council shall identify the nature of the meeting that is included on their form.

4.2.3 Per Diem request forms must be submitted to the Office of the CAO before the first pay period of each month.

4.4. Health & Dental Benefits

Members of Council may join the Municipality's benefit program if they are not enrolled in any other group benefit plan for extended health and dental coverage. Members will be offered the opportunity to join at the beginning of the term and will be enrolled for 4 years. Those who participate in the benefit program will be entitled to the same health and dental benefits as municipal staff.

4.5. Eligible Expenses

- (a) Expenses must be submitted monthly to the Office of the CAO on the forms provided by the Municipality. Expenses are reviewed and must be approved by the Chief Administrative Officer prior to payment.
- (b) Expense forms must be submitted with Per Diems before the first pay period of each month. The first pay period of the month shall be determined by staff each year and will be communicated to Council.
- (c) Expenses incurred by a spouse or partner, accompanying the member of Council, shall not qualify for reimbursement.
- (d) A credit card slip is not a valid receipt. A valid receipt is an invoice itemizing the types of expenditures and HST information. A credit card slip will only be accepted to accompany an original itemized receipt for the purpose of showing gratuities paid.

4.5.1. Mileage/Travel Expenses

- (a) The most economical and practical method of transportation shall be used for any travel required by a Member.
- (b) Mileage for the regular scheduled Council meeting shall not be reimbursed. Subject to Canada Revenue Agency guidelines, all other bona fide municipal business mileage and third-party accessible transportation will be eligible for payment.
- (c) The Mileage rate will be determined by the Treasurer upon an annual review of the Canada Revenue Agency's prescribed rate and calculated from the Council member's place of residence.
- (d) Members of Council will be reimbursed for all toll fees, parking fees, and taxi fares or rental vehicle fares which are accompanied by an itemized receipt and submitted on the prescribed expense form.

4.5.2. Conferences and Professional Development

- (a) Members of Council may attend conferences and professional development events pertaining to municipal business within the approved annual operating budget.
- (b) Council members are limited to attend two (2) conferences per year.

- (c) Should a Councillor wish to attend more than their allotted conferences, they shall put in a request to the Office of the CAO for review and approval.
- (d) The Office of the CAO staff will be responsible for registering Council Member's for the convention/conference/training session.
- (e) All registration fees for Council Member attendance at a convention/conference/training session will be paid for by the Municipality at the time of registering for the event.
- (f) Eligible convention/conference expenses must be submitted in accordance with the provided expense forms provided by the Municipality.
- (g) Travel time to a conference or convention is not eligible for reimbursement for per diems.
- (h) Request for attendance at an out of province meeting/ conference shall be submitted to Council. Approval by resolution shall be received prior to registration. Sufficient funds must be available within the budget to accommodate the request.

4.5.3. Accommodations

- (a) The Office of the CAO will be responsible for arranging accommodations for Members of Council.
- (b) A standard room will be chosen for the Councillor attending the conference or event. Any upgrading of the room will be the responsibility of the Councillor to pay for the difference.

4.5.4. Meal Reimbursement

- (a) Meal reimbursement will be up to \$100 per day with receipts. The meal allowance may not be claimed if the cost of the meal is included in the registration fee. Alcoholic beverages are not permitted reimbursable expenses.
- (b) Reasonable tips and gratuities will be covered by the Municipality.
- (c) For reimbursement of all eligible expenses, Members shall submit the required form accompanied by original itemized receipts showing the name of the vendor, as well as the date, amount and detailed description of the expenditure paid by the Member.

5. **Review**

This policy shall be reviewed and updated accordingly at the beginning of every term of Council by the Office of the CAO.