



COUNCIL
Policy No.027-2017
RES: 17:15
RES: 17:277
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COUNCIL REMUNERATION

Purpose:

The purpose of this policy is to establish remuneration rates and service awards for Elected Officials and Members at Large appointed to the Municipal Planning Commission.

Policy Statement:

To provide a fair and equitable means of reimbursement to Elected Officials or attendance and performing their duties and also for the payment of reasonable allowances for travel and subsistence for attendance at conferences, training or seminars etc.

To recognize the contribution to the community given by outgoing elected officials through a formal recognition of service.

1. Monthly Remuneration

A monthly honorarium shall be paid to each Elected Official as follows:

Mayor - \$800.00 per month.

- Established to recognize the additional duties and responsibilities of the "Chief Elected Official" as set out in the Municipal Government Act and the additional time spent, as Mayor, on Town business or public relations.
- To recognize time spent reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the community, outside the formal meeting setting.
- To recognize time spent in the Municipal office signing cheques, letters and other documents.
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayors presence or where good public relations warrants the Mayors attendance such as: community functions, graduation exercises, Remembrance Day Ceremonies

Deputy Mayor - \$450.00 per month.

- In the absence of the Mayor will perform the duties listed above.

Councillor - \$450.00 per month.

- To recognize the time spent reviewing/discussing matters with other members of council and members of the community outside of the formal meeting setting.
- To recognize time spent attending local functions when the presence of the members of Council is requested or when protocol dictates Council presence or where good public relations warrants the Council attendance such as: community functions, graduation exercises, Remembrance Day Ceremonies.
- To recognize time spent on other local matters pertaining to the office of Councillor of the Town of Vauxhall.
- To recognize the representation of Council, at functions in which the Mayor or Deputy Mayor is unable to attend.

2. Meeting Rates – Elected Officials

In addition to the monthly honorarium, the following meeting rates are applicable:

- a.) Regular Council Meeting \$100.00 per meeting
Budget Meetings \$100.00 per meeting
- b.) Committee of Council Meetings
 - 1 hour minimum,
paid in 30 minute increments \$ 35.00 per hour
 - Maximum \$280.00 per day
- c.) Public Hearings, Special meetings of Council, Community Forums held by Council with mandatory attendance – same rate as Committee of Council meetings.
- d.) Attendance at appointed Board, Committee, Foundation or Society meetings, conference, seminar, workshop, training etc. held within town – same rate as Committee of Council meetings.
- e.) Attendance at appointed Board, Committee, Foundation or Society meeting, conference, seminar, workshop, training etc. held outside of town – same rate as Committee of Council meetings except that travel time is included in time durations.
- f.) Attendance at informal (public relations) activities over one (1) hour, i.e.: Parades – Mileage and meal reimbursement only.
- g.) All elected officials shall submit reports to council for the 2nd council meeting of each month.
- h.) Ex-officio to be paid accordingly to the above schedule when in attendance at committee meetings.

3. Expense Allowance

- a) An annual amount of \$500.00 will be issued to Elected Officials to compensate for use of personal cell phone, internet, stationary supplies and other miscellaneous out of pocket expenses.

4. Traveling & Subsistence Expenses

- a.) Use of personal vehicle to attend Board, Committee, Foundation or Society meetings, conferences, seminars, workshops or training held outside of town will be reimbursed at the rate as prescribed annually by the Minister of Finance and deemed reasonable by Canada Revenue Agency.
- b.) Reasonable meal costs except those included in registration will be reimbursed upon presentation of receipt. Gratuities listed on receipts will be reimbursed; gratuities shall not exceed 15% of the total bill.
- c.) Accommodation, based on single occupancy will be reimbursed upon presentation of receipt.
- d.) Actual cost for taxi and parking expenses will be reimbursed upon presentation of receipt.
- e.) A maximum per diem of \$10.00 per day will be reimbursed for non-receipt incidentals such as public transit, coffee, water.
- f.) Upon request, administration will advance to the Elected Official, a maximum allowance of 2/3 of the estimated expense prior to attending a conference or seminar.

5. Scope

Members at Large appointed to the Municipal Planning Commission and Appeal Board shall be subject to the same meeting and expense rates as set out in this policy.

6. Exceptions

A claim for honorarium or travel expenses cannot be made if the Elected Official is receiving reimbursement from the board, committee, commission, corporation, association, jurisdiction or other authority.

7. Training/Conference/Seminar Allowance

Each Elected Official will be budgeted an allowance for attendance at seminars, conferences, workshops and/or training related to the Elected Officials portfolio and be of a benefit to the Town. Registration fees and/or expenses to attend any function that causes the Elected Official to exceed his/her annual allowance must be pre-authorized by Council.

- a) An annual amount of \$500.00 will be issued to Elected Officials for Personal Development.
i.e. Elected Official Education Program

8. Technology

To assist with carrying out their duties, elected officials will be provided a laptop or similar portable device. Administration will provide Council a recommendation for suitable devices.

- a) At the end of each term, Councillors will return all supplied electronic equipment to administration to be restored to the factory defaults.
- b) After restoration all returned hardware may then be distributed as follows:
 - a. Returned to Councillor for personal use as the hardware may be at the end of its life cycle; or
 - b. Retained by the Town of Vauxhall for use; or
 - c. Donated to non-profit community group/organization at the discretion of Administration.

Responsibility

It is the responsibility of the elected official to submit honorarium and travel expense claims within thirty (30) days of occurrence.

It is the responsibility of payroll to ensure payment of annual expense allowance as per article 3.