

CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO.2019-020

A By-Law to provide for the Remuneration and the Payment of Expenses for Members of Council

WHEREAS the Municipal Act, S. O., 2001, c.25, as amended, Section 283, provides that a municipality may pay any part of the remuneration and expenses of the members of Council, and local board; and

WHEREAS the Council of the Corporation of the Village of Sundridge deems it necessary and desirable to enact a by-law to establish the rate of remuneration for the members of Council; and

WHEREAS despite any Act, a municipality may only pay the expenses of members of its Council if the expenses are of those persons in their capacity as member and actually incurred or, if the expenses actually incurred, a reasonable estimate in the opinion of the Council of the actual expenses that would be incurred; and

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF SUNDRIDGE ENACTS AS FOLLOWS:

- 1) That the Council Remuneration Policy marked Schedule "A" attached hereto and made part of this by-law shall constitute a policy of Council for Remuneration and Expenses to be reviewed in the third year of each Council term;
- 2) That this By-law shall come into force and take effect immediately upon the passage thereof.

PASSED THIS 8th DAY OF APRIL, 2019.

Lyle Hall, Mayor

Nancy Austin, Clerk Administrator

Section 1: Policy Purpose

The Municipal Government Act (Section 284) allows for compensation to be made to member of Council for duties performed. It is the intention of Sundridge to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

Section 2: Definitions

- 1.0 "Attendance" means attendance in person or otherwise permitted by the Procedural By-Law, as amended from time to time.
- 2.0 "Clerk Administrator" means the Clerk Administrator for the Village of Sundridge as appointed by by-law of Council.
- 3.0 "Council" or "members of Council" means the duly elected municipal officers of Sundridge.
- 4.0 "Council Meeting Day" means every 2nd and 4th Wednesday starting at 6:00 pm or otherwise permitted by the Procedural By-law, as amended from time to time.
- 5.0 "Sundridge" means the Village of Sundridge in the District of Parry Sound, Province of Ontario.
- 6.0 "Official Capacity" means Council duties determined as per Section 3 (2.1) of this policy.
- 7.0 "Board/Committee" means a Board or Committee established by Council which may include Members of Council and Community Representatives.

Section 3: Guiding Principles

1.0 Council Compensation

- 1.1 Mayor and Council shall act as good stewards of the tax paying dollars and conduct themselves in a manner that maximizes the benefit and value to Sundridge, its residents and businesses; while at the same time, minimizes the financial burden to the same.
- 1.2 The contents of the policy shall be considered when creating Council's annual budget.

2.0 Per Diems and Expense Claims

- 2.1 When deciding if compensation for per diems and expenses is warranted, Mayor and Council must consider the following criteria. If Council can answer yes to the following criteria, duties will be considered as Official Capacity and an expense claim should be paid in accordance with this policy.
 - a. The expense must have direct benefit to Sundridge; promote Sundridge's interests; add value to the community; or advance the community's interests.

- b. The expense must be a result of interaction with a registered third part (i.e. not an individual Council Member, Sundridge Staff, organization or affiliation).
- c. The expense must be defensible to the tax paying members of the Village of Sundridge and to public scrutiny.
- d. The expense must be free of bias and conflict of interest.

Section 4: Policy Statements

1.0 Members of Council shall receive compensation for their role as elected officials in three different ways – via honorarium, per diem rates, and expenses.

2.0 Honorarium

2.1 Council will receive monthly honorariums in accordance with their elected seat as per Schedule B of this policy.

- a. Honorarium rates may be increased annually in January as per Council resolution in line with approved cost of living allowance (COLA).
- b. Mayor honorarium rates are higher to compensate for the additional responsibilities required of this position.
- c. As Deputy Mayor, appointments are shared equally amongst the Councillors, Councillor honorarium rates are inclusive of compensation for additional responsibilities of the Deputy Mayor position.

2.2 Honorarium shall be paid in accordance with Revenue Canada's provisions for Elected Officers, as amended. As of January 1, 2019, the one-third tax free provisions in the Income Tax Act will be removed.

2.3 Honorarium shall be paid to all Members of Council without needing to submit a claim for it.

2.4 Honorarium will not be retained if a Member of Council is absent from meetings included in Section 4 (2.5) subsections (b), (d), (e) and (f) unless the absence is approved by Council resolution, or an alternate attend on behalf of the member.

- a. Notwithstanding Section 4 (2.4) of this policy, Members of Council will be excused for up to four (4) meeting absences per year without approval by Council Resolution.
- b. In cases where it is determined that honorarium will not be retained due to unapproved absence from meetings in Section 4 (2.5) subsection (b), (d), (e) and (f), deductions will be applied in the amount of one hundred dollars (\$100.00) per unexcused absence.

- c. Attendance will be evaluated by staff in November of each year for the life of this policy. When determining absences as per Section 2.4 (b), consideration will be given to meetings of Section 2 (2.5f) for members who attended additional meetings as an alternate. Any adjustments required to the honorarium as per this section will be made in November or/and December remuneration.
- d. Notice of meetings under (d) and (e) shall be provided 30 days prior to the meeting. Emergency circumstances will be considered if notice is provided to the Clerk Administrator.

2.5 Honorarium is paid to all Members of Council for the following:

- a. Meetings within the municipal boundary of Sundridge pertaining to Council duties shall fall under honorarium unless otherwise indicated in this policy.
- b. Attendance at Council meetings.
- c. Attendance at Special meeting of Council.
- d. Attendance at budget sessions, planning sessions and strategic planning sessions.
- e. Council orientations.
- f. Attendance at internal board and committee meetings.
- g. Administrative meetings and meetings with Sundridge Administration.
- h. Clerk Administrator performance and evaluation meeting, if required by the Mayor.
- i. Public consultations and/or meetings (i.e. open houses, public forums, etc.).
- J. Ceremonial duties including attendance at ceremonies, grand openings, banquets, luncheons, parades, open houses, new equipment arrival, ribbon cuttings, etc., within the geographical area of Sundridge/Strong/Joly.
- k. Attendance or participation at Sundridge social events (i.e. holiday party, staff lunches)
- m. Preparation for Council meetings, Council committee meetings and other items listed under Section 4(2.5) for honorariums.
- n. Cheque and Agreement signing.
- o. Anything not specifically listed under Per Diems (Section 4 {3.0} of this policy).

3.0 Per Diems

- 3.1 Per Diem claims will be approved in accordance with guiding principles of Section 3 (2.0) of this policy.
- 3.2 Council will receive Per Diem rates in accordance with Schedule B of this policy.
- 3.3 Per Diem paid activities shall be compensated for upon submission and approval of a claim form.
 - a. Claim forms must be submitted on a monthly basis, by the 15th of the following month.
 - b. The Mayor shall be responsible for approving Councillor's claims and Deputy Mayor responsible for approving Mayor's claims.
 - c. A claim that is not approved may be taken to Council to appeal the decision.
- 3.4 Per diems will not be paid for the following:
 - a. Events listed under Honorarium (Section 4 (2.0) of this policy).
 - b. Attendance at events that is not in official capacity.
 - c. Attendance at social events including but not limited to the ceremonial duties in Section 4 (2.5) (k).
 - d. External Board or Committee that pays per diems to the member (or alternate).
 - e. Mayor (or Deputy Mayor in absence of the Mayor) attending as Ex-Officio Member of an external board or committee meeting.
- 3.5 Time calculated for per diem shall not include travel time to and from the activity.
- 3.6 Attendance at conferences/training (i.e. AMCTO, AMO, FONOM, ROMA, Planning Conference) with content/subject matter directly related to Council appointments.
- 3.7 Anything not specifically covered by a per diem shall be considered as being compensated for by honorarium.

4.0 Expenses

- 4.1 Expense claims shall be approved in accordance with guiding principles of Section 3 (2.0) of this policy.

- 4.2 Expenses incurred shall be reimbursed upon submission and approval of an expense form.
- a. Expense forms must be submitted on a monthly basis, by the 15th of the following month.
 - b. The Mayor shall be responsible for approving Councillor's expense forms and Deputy Mayor responsible for approving Mayor's expense forms.
 - c. An expense form that is not approved may be taken to Council to appeal the decision.
- 4.3 Expense incurred for the following will NOT be paid or reimbursed.
- a. Expenses incurred for attendance at events that are not in official capacity.
 - b. Expenses or mileage for events with Sundridge listed under Honorarium.
 - c. Expenses incurred at social events including but not limited to ceremonial duties in Section 4 (2.5) (k).
- 4.4 Meal Reimbursement will be paid in accordance with Schedule "B" of this policy. Mayor and Council are to submit receipts for meals with expense forms. The Village of Sundridge does not pay for alcoholic beverages at any time.
- 4.5 Mileage (with travel starting point at the Administration Office or the member's home, whichever is less) will be paid in accordance with Schedule "B" of this policy.
- 4.6 Additional Expenses
- a. If a Member cannot attend a registered conference, training or ticket, they must make every effort to find an alternate member to attend or they shall reimburse the Village for the expense according to the cancellation policy. Extenuating circumstances will be evaluated as per Section 4 (4.2) (b).
 - b. The Village of Sundridge shall not pay for guest expenses associated with Council activities, including travel, accommodation, registrations, meals, tickets and other similar expenses.
- 4.7 Professional Development
- a. Mayor and Council will determine a professional development plan and budget each year during the annual budget process.

- b. Funds budgeted annually for per diems and expenses related to conferences and training are to be divided between Members as equally as possible.
- c. If attendance at any conference or training will result in the Member being over budget, a resolution of Council is required.

5.0 Benefits

5.1 All Members of Council and external board/committee Members are covered by the Municipal Insurance Policy, as provided as Schedule C of this policy.

5.2 Pregnancy/Parental Rights

- a. All Members of Council and external board/committees shall be entitled to take leave for the member's pregnancy, birth of the member's child or adoption of a child in accordance with Section 270 of the Municipal Act, as amended, without fear of being removed from office.
- b. Members of Council and external board/committee shall be permitted to be absent up to 20 consecutive weeks for the pregnancy, birth of or adoption of a child, in accordance with Section 259 (1.1) of the Municipal Act, as amended.
- c. A Member's pregnancy or parental leave does not require Council approval and the office cannot be declared vacant as a result of the leave. All communications will be sent to the Member as if they were not on leave. A member has the right to participate as an active member of Council or board/committee at any time during their leave.
- d. The Member shall provide written notice to the Clerk Administrator indication expected start and end dates to the leave, or any change to the leave period.
- e. The Member shall continue to receive all remuneration as set out in this policy and Schedule B.
- f. The Mayor may make temporary appointments to any committees and board meetings that are constituted by the Village of Sundridge and where the member is the only member of Council on that body. The temporary appointee shall be paid as per Schedule "B" Per Diem Rate.

5.3 Medical Illness

- a. If a Member of Council or external board/committee is absent from one (1) month's meetings due to illness, they shall provide Council with a note from a qualified medical practitioner. Upon receipt of such medical note, a Member may be absent from meetings for three (3) consecutive

months and continue to receive all remuneration as set out in the policy and Schedule "B".

- b. If a Member will be absent longer than three (3) months, Council may consider extending the leave of absence without remuneration by resolution.

Section 5: Effective Date

This policy shall be in effect for the 2018-2022 Council Term.

Section 6: Review of Policy

A comprehensive review of this policy shall be conducted by the Clerk Administrator with the members of Council in the third year of each council term, in conjunction with the Village of Sundridge Employee Remuneration.

Section 7: Remuneration and Expense Payment Administration

Council remuneration shall be processed on the first pay period of the month following the month in which it was earned and paid by direct deposit. Per Diem and Expense reimbursement shall be processed according to the schedule established by the Village of Sundridge based on a processing cycle or after every second and fourth Wednesday.

Schedule "B" to
By-Law No. 2019-020

Council Remuneration Rates

1.0 Honorarium Rate

Honorarium rates are as follows:

Office	Monthly	Annually
Mayor	\$1,279.00	\$15,348.00
Councillor	\$1,121.00	\$13,542.00

2.0 Per Diem Rate

Per Diem rates are as follows:

Event	Per Diem Rate
Board Committee Public Member	\$53.06/meeting
	\$40/event Rec only
Conference/Training	\$75/day
	\$40/ half day

3.0 Mileage Rate

Standard mileage will be reimbursed at \$.50/km with travel starting point at the Administration Office or the member's home, whichever is less.

4.0 Meal Allowance

A maximum meal allowance rate of \$60.00 per day, per Member. If a Member is required to travel the day before to attend an out of town event, a meal allowance of \$30.00 per Member for that day is permitted. If a Member attends a one-day event where a meal is not provided, a meal allowance of \$30.00 per day per Member is permitted. The Village of Sundridge will reimburse for tips made on meal purchases at a maximum of 15%.

5.0 Travel Allowance

If overnight accommodations are required, the Village of Sundridge will only cover room, tax and parking charges. There will be no payment of incidentals in relation to overnight accommodation. Members shall make reasonable effort to book the lowest possible accommodation pricing, when possible. Receipts from overnight accommodations must be submitted with the expense report.