



# THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

## BY-LAW NUMBER 2020-01

**BEING** a by-law to provide for the payment of remuneration to members of council while carrying out their duties.

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

**AND WHEREAS** Council recognizes that compensation should be weighted to Council member performance and that performance is equivalent to attendance at and participation during Council and Committee meetings;

**AND WHEREAS** Council deems it appropriate that honorariums be paid for Council members for the 2018 – 2022 term and that honorariums reflect the annual Cost Of Living Adjustment increase awarded to employees each year;

**NOW THEREFORE** the Council of the United Townships of Head, Clara & Maria hereby enacts as follows:

### 1. REMUNERATION

That all members of the Council of the Corporation of the United Townships of Head, Clara and Maria shall be provided with a monthly honorarium plus a per meeting rate for all regular and special Council meetings, and for only those meetings for which they are in attendance, payable on a quarterly basis as outlined below:

a) Mayor honorarium \$450.00 per month plus \$150.00 per meeting attended

b) Deputy Mayor honorarium \$350.00 per month plus \$150.00 per meeting attended

b) Councillor honorarium \$250.00 per month plus \$150.00 per meeting attended

All other meetings, training, conferences and/or political invitations shall be approved by Resolution of Council and shall be compensated at a rate of \$100.00 for Full Day (over 4 hours) and \$50.00 for Half Day (up to 4 hours).

Should annual cost of living adjustments be awarded to Municipal staff for any subsequent year within this term, then a corresponding increase will automatically be added to the Councillor base rate to determine the new base rate for Councillor compensation for subsequent years become effective on January 1 following the award.

### 2. BENEFITS

All members of Council have access to the municipality's Extended Health Benefit and Dental Benefit package at their own cost. If any Council Member chooses to participate in these benefit programs, the cost of the premiums would be deducted from their remuneration.

All members of Council are provided with access to the Employee Assistance Program as per the “Policy on Employee Assistance Programs.”

All members of Council are entitled to benefits coverage as outlined in the “Insurance Benefits Policy”.

**3. OTHER EXPENSES**

Mileage expenses will be compensation as per the “Policy and Guidelines for Compensation for Travel and Mileage”.

Accommodations, Meals and Incidental Expenses will be compensated as per the “Policy on Business Travel and Expenses”.

All training, conference and/or seminar registration fees shall be pre-approved by Resolution of Council and paid for directly by the municipality.

**4. SUBMISSION OF ATTENDANCE, EXPENSES AND RECEIPTS**

Council remuneration shall be paid through the Payroll system.

All other expenses shall be paid through Accounts Payable on a quarterly basis, due on the last day of the corresponding month.

Members of Council shall submit to the Clerk-Treasurer, either by fax, email or hand delivered, once per quarter and by the 25<sup>th</sup> day of the corresponding month, the following:

- i. Listing of dates of all regular and special Council meetings attended in the month;
- ii. Listing of dates of all other meetings, conferences etc. including length of event;
- iii. Record of mileage for each meeting or event attended outside of the area; Dates and amounts for all meals claimed during the month while on municipal business;
- iv. Receipts for expenses as required per this By-law.

**5. EFFECTIVE DATE**

That this By-law shall come into full force and effect as of January 1, 2020.

**6. REPEAL**

That By-law 2016-04 and all previous by-laws pertaining to Remuneration and Expense of Council be and are hereby repealed.

**READ** a first and second time this       day of       , 2020.

**READ** a third time and passed this       day of       , 2020.

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MAYOR

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CLERK