

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 37 - 2021

BEING A BY-LAW TO ADOPT A COUNCIL REMUNERATION AND EXPENSE POLICY

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that a municipal power shall be exercised by by-law; and

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS Section 9 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to establish policies;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE HEREBY ENACTS AS FOLLOWS:

1. THAT the Council of the Corporation of the Municipality of Arran-Elderslie hereby adopts the Council Remuneration and Expense Policy as contained in the attached Schedule "A" to this by-law.
2. THAT Schedule "A", the Council Remuneration and Expense Policy, forms part of this by-law.
3. THAT this by-law may be cited as the "Council Remuneration and Expense Policy."
4. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 25th day of May, 2021.

READ a THIRD time and finally passed this 25th day of May, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald
Acting CAO

Municipality of Arran-Elderslie

Schedule "A" to By-law 37-2021

Policy Name:	Council Remuneration and Expenses	Policy No: XX-2021
Department:	Finance	
Effective Date:	May 25, 2021	
Date Revised:		
Authority:	Council	

POLICY STATEMENT:

The Municipality of Arran-Elderslie shall provide all Members of Council, Committee Members, and other Appointments reasonable compensation and permitted expense reimbursement for carrying out their respective roles and responsibilities. The Municipality encourages Councillor involvement in order to network with other professionals and further develop their skills and knowledge, and in doing so will incur costs incidental to the performance of municipal business.

PURPOSE:

Section 283 of the Municipal Act, 2001 authorizes Councils to pay remuneration and expenses, and as such, this policy addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments.

SCOPE:

This policy applies to all Members of Council, Committee Members, and other Appointments.

DEFINITIONS:

"Community Volunteer Group" shall mean a group organized by community members at large for a specific purpose for the benefit of the community of Arran-Elderslie.

"Conferences/Conventions" shall mean events, held within or outside of the Municipality, greater than one day in length, providing education and activities related to municipal governance. (See also Seminars)



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

"Council" shall mean the Council of the Municipality of Arran-Elderslie.

"Honorariums" shall mean the remuneration being paid to members of Council to reimburse the members for their daily Council related homework/research, meetings with Municipal staff, impromptu consultation with ratepayers (phone calls, emails, chance meetings etc.) and driving time to meetings.

"Meeting" shall mean any regular, special, or other meetings of Council, of a local board, or of a Committee of Council or said local board, that members have been appointed to by Council, and scheduled public meetings with ratepayers and ratepayer groups, or interdepartmental meetings for the purpose of a municipal initiative.

"Mileage expenses" shall mean costs incurred to travel to regularly scheduled meetings of Council, boards, committees, conferences, seminars, community events, meetings with individual residents and representatives of community organizations.

"Municipality" shall mean The Corporation of the Municipality of Arran-Elderslie.

"Per Diem" shall mean a fixed payment to members of Council for their meetings, participation with ratepayer's groups and committees as appointed by Council, interdepartmental meetings, special events, conferences, and seminars. Travel time is not included where mileage is paid.

"Seminars" shall mean events, held within or outside of the Municipality, of one day or less, providing education and activities related to municipal governance. (See also Conferences)

"Special Events" shall mean events at which members represented the Municipality, such as fundraisers, social events, charity events, grand openings, or other economic development related events.

"Travel/M Meal Allowance" shall mean a fixed amount for meals and incidental expenses incurred while attending conferences or seminars.

POLICY:

1.0 Compensation

Compensation shall be paid at the following rates effective January 1, 2021 and shall be adjusted annually by the cost-of-living increase applied to non-union staff as approved through the budget process.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

1.1 Annual Honorarium

Mayor	\$12,381.00
Deputy Mayor	\$ 7,594.68
Councillors	\$ 6,996.36

1.2 Per Diem

Full Day	\$183.15
Half Day	\$ 91.58
Per Hour	\$ 22.90

- A per hour per diem rate applies to a meeting less than two (2) hours.
- A half day per diem rate applies to a meeting of two to four (2-4) hours or less.
- A full day per diem rate applies to a meeting exceeding four (4) hours.
- When two or more meetings occur in the same day and they are not separated in time by more than two (2) hours then the full day per diem rate shall be paid.

1.3 To minimize administrative tasks for Council, an attendance form (an example as noted in Schedule "D") will be circulated to the Mayor and Council members at each Council meeting (may be acknowledged through virtual attendance). All members of Council will record their attendance at Council as well as any mileage, attendance at Committee or other approved meetings. The record of attendance will be compiled by the Clerks department and submitted to Finance Department at the end of the month for processing on the next payroll.

1.4 When an expense is not recorded, a separate expense report must be filed as noted in Section 11.

2.0 Travel/M meal Allowance

2.1 A daily maximum meal allowance of \$60.00 is established. Amounts more than the daily limit are subject to Council approval and must be supported by receipts.

3.0 Mileage Expenses

3.1 Members of Council will be reimbursed for mileage expenses at the current Municipal mileage rate per kilometer.



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- 3.2** Travel by Other Means, air, rail, bus or leased automobile may be arranged if more economical than mileage.

4.0 Expenses

- 4.1** Expenses incurred in conjunction with this policy shall be paid upon submission of a duly, authorized invoice for the following:
- Hotel/motel accommodation
 - Parking
 - Registration
 - Mileage
 - Meals, not included with registration, subject to the approved maximum allowance
 - Incidental costs, actual costs other than the above as approved by Council
 - Banquet tickets or event-based activities at a conference, seminar, or special event
- 4.2** The Municipality shall not pay any expenses for the spouse/companion of a Member of Council.
- 4.3** Ineligible expenses include but are not limited to the following:
- Personal entertainment
 - Personal side trips while travelling
 - Flight insurance premiums
 - Charges for excessive personal luggage
 - Personal long distance telephone charges
 - Meals already included in registration/event costs.

5.0 Committees/Boards Appointed by Council

- 5.1** Members of Committees, Boards and other entities appointed by the Council of the Municipality are not financially compensated by the Municipality for their services, unless otherwise approved by Council.
- 5.2** The Members of Council and the public shall be appointed to the Committees, Boards and Agencies/Associations, as per Schedule "B" for the term of Council or until a successor is appointed. The Schedule can be adjusted at the discretion of Council to add/remove Committees.
- 5.3** Appointments will be renewed at the start of the term of Council.
- 5.4** Council shall review the committee appointments every two (2) years.



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- 5.5** If a Councillor wishes to remove his/herself from a Committee, Council can consider appointing another member of Council to the vacated Committee seat.
- 5.6** If Council is satisfied with the Committee appointments, no adjustment is needed.
- 5.7** A per diem payment to a member of Council for attending meeting will be paid by the Municipality.

6.0 Council Meetings

- 6.1** Council members participate in regular and special meetings of Council.
- 6.2** A municipal initiative lead by staff may require/request the participation of a Council member, which shall be considered as a meeting.
- 6.3** A per diem payment to a member of Council for attending meetings, as defined within this policy, shall be paid.

7.0 Community Volunteer Group Policy

- 7.1** Community members may work collaboratively on an initiative to provide enhancements to the communities of the Municipality of Arran-Elderslie and seek the involvement of a Member of Council.
- 7.2** A per diem payment to a member of Council for attending meetings of a Community Volunteer Group will be paid by the Municipality where a majority of Council approves the member of Council to attend.
- 7.3** Where not approved by Council, a Member of Council may choose to attend any such Group but will not be paid a per diem.

8.0 Conference/Conventions Policy

- 8.1** Each Council Member may attend four (4) municipally related conferences/conventions per term of Council. It is at the discretion of each Councillor to determine when and which conferences they wish to attend, to a maximum of 4, as per this policy.
- 8.2** No more than three (3) Members of Council shall attend a single conference/convention unless the conference/convention is one which is so diversified in nature that it requires greater attendance or receives prior special Council approval.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 8.3** If a Councillor desires to attend more than one (1) conference per year, they shall make their intentions of doing so prior to budget deliberations.
- 8.4** Council shall authorize, in advance, attendance that is outside the municipality or outside the province.
- 8.5** A per diem payment to a member of Council for attending a conference/convention will be paid by the Municipality.

9.0 Seminar Policy

- 9.1** Members of Council may attend two seminars per year.
- 9.2** Additional seminars require the prior approval of Council.
- 9.3** A per diem payment to a member of Council for attending a seminar will be paid by the Municipality.

10.0 Special Events Policy

- 10.1** A per diem payment to a member of Council for attending a special event will be paid by the Municipality where a majority of Council approves the member of Council to attend.
- 10.2** For any other special events not covered by Resolution of Council, the Mayor and Deputy Mayor may attend and receive a per diem payment. The Mayor may designate up to two (2) members of Council who may attend such special events and receive a per diem payment.
- 10.3** Other than noted above, Members of Council may choose to attend any such special event but will not be paid a per diem.
- 10.4** The following are excluded from Special Events and are intended to be covered under the Council Honorarium:
- Remembrance Day Celebrations
 - Santa Clause Parade

11.0 Council Approval

- 11.1** The policy refers to the requirement to have the approval of Council, which shall take the form of:
- A Council member may make a verbal request at a Council or Special Council meeting whereby the support of a majority of Council will be considered approval.



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- 11.2** In circumstances where there is not sufficient time to address at a Council meeting, the CAO or designate has the authority to grant approval in circumstances consistent with the intention of the policy.
- 11.3** Where a staff member of the Municipality of Arran-Elderslie requests the attendance of a Council member to a meeting or event, this shall be considered eligible for per diem, as per this policy.

12.0 Expense Approval

- 12.1** An Expense Report (Template form provided by Finance, as per Schedule "C") and a receipt of the actual vendor/business providing the goods/services must be submitted for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs, including taxes. A credit card slip for any expense will not be accepted in place of a vendor's receipt.
- 12.2** For this policy, the signing authority shall be:
- For a Member of Council – Treasurer, CAO or Clerk
 - For Committee Member – Clerk or Designate
 - For Other Appointee – Clerk or Designate
- 12.3** An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the CAO or Treasurer if expenses submitted after this date will be approved.

13.0 Accountability

- 13.1** The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:
- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
 - Where a matter cannot be resolved, Treasurer or designate shall prepare a report to Council for its consideration.
- 13.2** The Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense Report is posted on the Municipality's website.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 13.3** Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Municipal business and are eligible in accordance with this policy.

14.0 Effective Date

This policy shall come into force and take effect under Bylaw XX-2021 on the 10th day of May, 2021.

15.0 Review

The Policy shall be reviewed in accordance with the Municipality's policy review schedule.

16.0 Appendices

- 16.1** Schedule B – Appointment of Members
- 16.2** Schedule C – Expense Form
- 16.3** Schedule D – Attendance Form



The Corporation of the Municipality of Arran-Elderslie
Council Remuneration and Expenses

Schedule "B" to By-law XX-2021

MUNICIPALITY OF ARRAN-ELDERSLIE
Council Remuneration and Expenses
Appointment of Members

Committee	Member Appointed
County of Bruce	
County Council	Mayor
Committees	
Committee of Adjustment	All members of Council
Arran-Tara Fire	1. 2. 3.
Economic Development/Tourism/Promotion	1.
Finance/Personnel	1.
Inter-Municipal Wind Turbine Working Group	1. 2. Public Member: 3.
Paisley Fire	1. 2. 3.
Paisley Fire Sub-Committee	Members as appointed to Paisley Fire, plus Public Member: 1. 2.
Paisley Medical Clinic Advisory	1. 2. Public Members: 3. 4.



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	5. 6. 7.
Parks and Recreation	1.
Physician Recruitment and Retention	1.
Planning	1.
Protection Services: Police/Fire/Emergency Planning	1.
Roads/Water/Sewer	1. 2.
Waste Management/ Recycling/Cemeteries/Libraries	1.
Boards	
Chesley and Area Joint Fire Board	1. 2. 3.
Agencies/Associations	
Bruce Area Solid Waste Recycling (BASWR)	1.
Grey Sauble Conservation Authority (GSCA)	1.
Municipal Innovative Council Nuclear Innovation Institute (MIC)	
Saugeen Valley Conservation Authority (SVCA)	1.
Saugeen Mobility and Regional Transit (SMART)	1.



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Council Remuneration and Expenses

Schedule "C" to By-law XX-2021

MUNICIPALITY OF ARRAN-ELDERSLIE
Council Remuneration and Expenses
Expense Form

COUNCILLOR REMUNERATION / EXPENSE FORM

NAME: **COUNCILLOR**

MONTH: **JANUARY 2021**

Day of Meeting (enter Date ie Jan 5)	EVENT (provide description of what was attended)	Number of Daytime Evening or All Day Meetings @ \$183.15	Number of Half Day or Special Meetings@ \$91.58	Number of Hourly Meetings@ \$22.90	Total Meetings for Office Use Only	Expenses Including Applicable Taxes	# Of km @ \$0.50 per km	Total Mileage for Office Use Only	TOTAL TO BE PAID	HST included in Expenses /Mileage for Office Use Only
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
TOTAL		0	0	0	\$0.00	\$0.00	0	\$0.00	\$0.00	

\$0.00

Meal Allowance - Maximum of \$60 per day, supported by paid receipts, where not included in the registration fee

Shaded fields to be completed by individual completing the claim form.

PLEASE DO NOT ENTER IN THE OFFICE USE FIELDS. THESE WILL UPDATE AUTOMATICALLY.

Signature _____



The Corporation of the Municipality of Arran-Elderslie
Council Remuneration and Expenses

Schedule "D" to By-law XX-2021

MUNICIPALITY OF ARRAN-ELDERSLIE
Council Remuneration and Expenses
Attendance Form

2021		Municipal CALENDAR				Other	Description	
JANUARY		11	25		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
FEBRUARY		8	19		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
MARCH		8	22		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
APRIL		12	26		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
MAY		10	25		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
JUNE		14	28		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							

2021		Municipal CALENDAR				Other	Description	
JULY		12			Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
AUGUST		9			Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
SEPTEMBER		13	27		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
OCTOBER		12	25		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
NOVEMBER		8	22		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
DECEMBER		13			Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							