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

BY-LAW NUMBER 2022-23

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 2022 – 2026 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 $550.00 per month plus $150.00 per meeting attended

   b) Councillor honorarium $350.00 per month plus $150.00 per meeting attended

   Any Councillor acting in the capacity of the Mayor will be paid the Mayor's honorarium.

   All other meetings, training, conferences and/or political invitations shall be approved by Resolution of Council and shall be compensated at a rate of $150.00 for Full Day (over 4 hours) and $75.00 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 1st following the award.

2. **BENEFITS**
   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 25th 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 1st, 2023.

6. REPEAL

That By-law 2020-01 and all previous by-laws pertaining to Remuneration and Expense of Council be and are hereby repealed.

READ a first and second time this 1st day of December, 2022.

READ a third time and passed this day of

D. Grills
MAYOR

Crucher
CLERK