

The Corporation of the Town of Minto
By-law No. 2018-52

To set the Council of the Town of Minto's
Remuneration

WHEREAS Section 283 (1) of the Municipal Act, 2001 provides that a municipality may pay any part of the remuneration and expenses to the Members of Council and such remuneration may be determined in any manner that Council considers advisable;

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

AND WHEREAS the Municipal Act, 2001, Section 283 (7) also states; "on or after December 1, 2003 Council shall review a by-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election";

AND WHEREAS Council of the Corporation of the Town of Minto deems it necessary and desirable to enact a by-law to establish the rate of remuneration for the Members of Council for the term of Council December 1, 2018 to November 14, 2022, and to repeal bylaw 2014-61;

NOW THEREFORE BE IT RESOLVED; the Council of the Corporation of the Town of Minto hereby enacts as follows:

1. The Council of the Town of Minto shall be paid remuneration according to Schedule "A" as attached to this By-law effective December 1, 2018
2. This By-law repeals any and all other predecessor by-laws respecting Council remuneration and expenses.

Read a first, second and third time and finally enacted and passed this 3rd day of July, 2018

Deputy Mayor Ronald Faulkner

CAO Clerk Bill White

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Schedule "A"**

1. Council base pay shall be as follows :

	Adjusted for loss of 1/3 Tax Exemption	OR	Rate if 1/3 Tax Exemption Remains
a) Mayor	\$18,373 per year		\$17,012 per year
b) Deputy-Mayor	\$14,816 per year		\$13,719 per year
c) Councillor	\$12,446 per year		\$11,524 per year

And for greater clarity base pay shall cover a member's preparatory work for meetings, site visits, attendance at grand openings, ceremonial functions, Chamber of Commerce events, informal or formal meetings with staff, interactions with the public (calls, meetings, emails), and any other duty or responsibility not specifically identified in Part 2 of Schedule "A". Cost of living adjustments for the aforementioned remunerations are to correspond to any yearly approved staff cost of living adjustments.

2. Council attendance pay shall be as follows:

	Rate if 1/3 Exemption lost	Rate with 1/3Exemption
a) Meetings of Council and Committee of the Whole including Budget deliberations	\$60/meeting	\$55/meeting
b) Meetings of Standing Committees, Committees under Town appointment by-law, Conferences, conventions, educational sessions approved by Mayor, Provincial Board meetings (AMO, OSUM, OGRA, ROMA), Including travel to and from such functions	<i>(meetings less than four hours)</i> \$98/meeting <i>(meetings four hours or more)</i> \$173/meeting	\$90/meeting \$160/meeting

And for greater clarity in absence of the Mayor the Deputy Mayor shall approve educational sessions for any Councillor, and any member wishing to participate on a Provincial Board shall first obtain Council's support for their nomination by resolution.

3. Council expenses

a) Mileage shall be paid for travel outside of the boundaries of the Town at the rate set by policy for staff.

b) The meal allowance shall be \$90 per day total

And for greater clarity receipts are to be provided up to the daily total meal allowance. Where a member is not required to pay for one or more meals during a day for which a claim is submitted, subtract from the above \$20 for breakfast, \$30 for lunch or \$40 for supper as the case may be for each meal not paid for by the member.

c) Other eligible expense including registration (excluding formal banquets where priced separately), parking, travel surcharges, spousal programs and similar shall be paid pursuant to Part 4 where receipts are provided.

4. Payment

a) Under Part 1 a) to c) shall be made monthly so long as the member is active on Council.

b) Payment pursuant to 2a) shall be added to monthly pay based on attendance sheet signed at the Council, Committee of the Whole or budget meeting.

c) Payment under 2b) shall be added to monthly pay upon submission of the standard form signed by the member no later than every two months, and endorsed by the CAO/Clerk or Treasurer and Mayor or Deputy Mayor as the case may be.

d) Reimbursement for expenses under Part 3 a) through c) shall be provided upon submission of the standard expense claim form signed by the member, including relevant receipts, and endorsed by the CAO/Clerk or Treasurer and Mayor or Deputy Mayor as the case may be.

e) Where Council approves by resolution in open Council an annual cost of living increase for municipal staff, that same amount shall apply to the Council base pay in Part 1 of Schedule "A" unless specifically excluded in said resolution.

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5. Reporting

- a) Members are encouraged to pass on information on sessions and educational seminars formally or informally at a meeting or through email communication.
- b) The Treasurer shall annually, according to applicable legislation, post a summary of expense incurred under this by-law under the following four categories:

Name of Member	Earnings & attendance	Expenses	Total
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- c) Reported expenses shall be for the time period beginning December 1st and concluding November 30th.
- d) Members shall abide by the Council expense amounts approved during annual budget deliberations. If over-expenditure is anticipated as a result of participating in a Provincial Board, attending an educational session or other reason such amount shall be reported upon seeking Council's approval of a nomination or upon approval by the Mayor as the case may be.
- e) When claims under this bylaw Council shall abide by the Town Code of Conduct, Fiscal Accountability Policy, and other applicable policies and procedures as may be in place and approved from time to time.