



POLICY MANUAL

Legal References: Canada Revenue Agency	Policy Department: Council
Cross References:	Policy Number: C1
Adoption Date: March 5, 2002 Revision Date: September 25, 2017	Policy Title: Council Remuneration and Travel Expenses <hr/> Effective Date: October 16, 2017

POLICY PURPOSE:

To set remuneration and reimbursement travel expenses for Council members.

POLICY STATEMENT AND GUIDELINES:

In accordance with Canada Revenue Agency's provisions for Municipal Officials, one-third (1/3) of the total allowances and honoraria paid to municipal officials will be in lieu of expenses. The remaining two-thirds (2/3) is income from elected or appointed office, and is therefore subject to income taxation and considered as earnings.

Prior approval by a motion of Council is required for travel outside of a one hundred kilometer (100) radius for attendance to conferences, workshops, seminars, educational training and meetings.

Policy Name: Council Remuneration and Travel Expenses

Policy Number: C1

DEFINITIONS:

1. Remuneration means the annual rate of pay for the Mayor and Councillors.
2. Per Diem means the rate of pay, on a half day or full day basis, for Council member's attendance at conferences, workshops, seminars and meetings.
3. Expenses include transportation, accommodations, car rental, mileage and taxi fare incurred while attending conferences, seminars, workshops, and educational training or meetings.
4. Meals includes breakfast, dinner and supper while attending full day or half day conferences, workshops and educational training and meetings.

1. Remuneration

Council will review the remuneration for the Mayor and Councillors annually at the Organizational Meeting of Council. Council will set the remuneration for the Mayor and Councillors in the fourth year of a Council term to become effective after the General Election for the four (4) year term of the new Council.

The remuneration for the Mayor shall be One Thousand Dollars (\$1,000.00) per month. The remuneration for Councillors shall be Two Hundred Dollars (\$200.00) per month.

The monthly remuneration for the Mayor covers the following:

- Phone calls received and placed from his/her residence or by his/her cell phone;
- Trips to the office to sign cheques, letters or to discuss matters with staff or professionals (auditors and engineers);
- Social functions within a fifty (50) kilometer radius of the town;
- Research and preparation for meetings; and
- Meetings held within Wembley other than regular or special Council meetings or committee meetings.

2. Per Diem

Per Diem rates will be reviewed for the Mayor and Councillors annually at the Organizational Meeting of Council. Council will set the per diem rates for the Mayor and Councillors in the fourth year of a Council term to become effective after the General Election for the four (4) year term of the new Council.

A Per Diem is payable for each half day or full day a Council member is attending a conference, seminar, workshop, educational training or meeting related to Town business within or outside of the Town. A maximum of one (1) full day per diem per day may be claimed daily.

Per Diem rates will not be paid for attendance at activities such as grand openings, general public appearances, community events, retirement celebration or other purely social events.

The Per Diem for the attendance of Regular Council Meeting shall be Two Hundred Dollars (\$200.00) per meeting.

The Per Diem for the attendance of Special Council Meetings shall be per meeting:
Under One (1) Hour meeting - One Hundred Dollars (\$100.00)
Over One (1) Hour meeting – Two Hundred Dollars (\$200.00).

The Per Diem for the attendance to Committee Meetings, Seminars, Workshops, Educational Training and Conventions for the Mayor and Councillors shall be:

Half (1/2) Day Meeting being four (4) hours or less – One Hundred and Fifty Dollars (\$150.00)

Full Day Meeting being more than four (4) hours – Two Hundred Dollars (\$200.00)

3. **Expenses**

The mileage rate will be reviewed for the Mayor and Councillors annually at the Organizational Meeting of Council. Council will set the mileage rates for the Mayor and Councillors in the fourth year of a Council term to become effective after the General Election for the four (4) year term of the new Council.

The mileage rate for the Mayor and Councillors shall be fifty two cents (\$.52) per kilometer.

The Town will reimburse Council members for travel expenses for attendance to meetings, seminars, workshops, educational training and conventions. Mayor and Councillors are encouraged to use the most economical method of travel available.

Accommodation will be reimbursed for actual hotel costs based on single room occupancy upon presentation of hotel receipts. Movie rentals and telephone charges will not be paid by the town.

4. Meal rates will be reviewed for the Mayor and Councillors annually at the Organizational Meeting of Council. Council will set the meal rates for the Mayor and Councillors in the fourth year of a Council term to become effective after the General Election for the four (4) year term of the new Council.

Daily Meal Rates:
Breakfast \$20.00
Lunch \$25.00
Supper \$35.00

Remuneration and per diems will be paid to the Mayor and Councillors by the fifteenth (15th) of the month for the previous month upon submission of an expense sheet.