

 <p>ADMINISTRATION POLICIES AND PROCEDURES</p>	POLICY: Council Member Remuneration and Reimbursement
	PROCEDURE(S): N/A
	APPLICATION(S): Mayor, Deputy Mayor and Councillors EXCLUSION(S): All Municipal Employees
	SUPERCEDES: Council Member Remuneration Policy, Effective Date January 1, 2008 (Ref. # 2007_02)
	APPROVED DATE: July 13, 2010 EFFECTIVE DATE: December 1, 2010

PURPOSE

To establish the remuneration, reimbursement and benefit guidelines for the Council members of the Municipality of Port Hope.

SCOPE

The 'Council Member Remuneration' Committee members were selected by Council based on their cross representation of the Municipality, experience in business and some members previous experience on the Committee. The objective of the Committee was to review the Administration policy entitled Council Member Remuneration, Reference # 2007_02, effective date January 1, 2008 and revise the Policy to address the remuneration and benefits for the upcoming term of Council.

The revised policy herein, shall be in effect for the period of December 1, 2010 to November 30, 2014. Moreover, it has been recommended that a Council Member Remuneration Committee be established in 2014 to review this Policy and provide an updated policy for approval by June 1 of the Municipal Election year (2014)

1.0 REMUNERATION - SALARY

- 1.1** The salaries outlined below represent compensation for:
- 1.1.1 attending Council Meetings;
 - 1.1.2 attending Standing Committees;
 - 1.1.3 attending Advisory Committee Meetings;
 - 1.1.4 attending associated and related business functions.

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1.2 It is understood that the position of Mayor of the Municipality of Port Hope is considered a full-time position and as such is compensated accordingly.

1.3 The annual salary for 2010 for each position is as follows:

Position	Current (2010)
Mayor	\$44,632.05
Deputy Mayor	\$21,446.57
Councillor	\$15,302.42

1.4 For the remaining years of the Council members term of office, a salary increase shall be administered annually retroactively to January 1st of that year based on the lesser of: the percent wage increase approved by Council for the Non-Union employees (as determined through the budget process for that calendar year) AND the average annualized inflation rate for the last quarter of the preceding year (October to December).

1.5 The annualized inflation rate shall be calculated using the monthly CPI for Canada, all items, as a percent increase/decrease over the January CPI of that year. These values for the months of October, November and December shall then be averaged to represent the 'average annualized inflation rate for the last quarter of the preceding year'.

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- 1.6** Where a percent increase has been applied as outlined in 1.4 above, the Council member's salary shall be administered by rounding the amount to the nearest hundred dollars.

2.0 OTHER REMUNERATION

- 2.1** Should a member of Council be required to attend a full day labour conciliation / mediation meeting, negotiation session, or Municipal obligation, not included in the duties outlined in 1.1 above, the member of Council shall be compensated \$150 for a full day and \$75 for a half day attendance, where approved by the Mayor.
- 2.2** Requests for participation in conferences, workshops or training which the Council member deems to be of benefit to the performance of their duties, shall be approved by the Mayor and administered through the budget and expense process.
- 2.3** Meals, expenses and kilometers driven by a member of Council on official business for the Municipality shall be reimbursed, in accordance with the respective Human Resources Policies for Non-Union employees. Kilometers driven to fulfill the duties outlined in 1.1 above shall not qualify for reimbursement.
- 2.4** An allowance of \$75 per month for members of Council in Ward 2 (excluding the Mayor) shall be paid as compensation for the distance traveled into Port Hope to attend meetings.
- 2.5** The cost of attending a special event (e.g. fundraiser, social events, charity events and the like) shall be paid by the Municipality of Port Hope, where a request from the community has been brought forward to Council and Council has decided by Resolution of Council that a Council representative or delegation should attend. Participation in special events other

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than those designated by Resolution of Council as requiring Council representation is a personal decision and as such shall not be reimbursed.

3.0 BENEFITS

- 3.1** Group health and dental benefit coverage, equivalent to and in accordance with the Non-Union benefit plan, excluding Life Insurance, Accidental Death and Dismemberment and Long Term Disability shall be available to the Mayor at no cost. The Mayor may elect to decline this benefit coverage.
- 3.2** All other Council members may receive group health and dental benefit coverage, equivalent to and in accordance with the Non-Union benefit plan, excluding Life Insurance, Accidental Death and Dismemberment and Long Term Disability by paying one-third of the benefit costs and two-thirds of the benefit cost shall be paid by the Municipality of Port Hope. Council members must elect to receive the benefit at the beginning of their term.

4.0 PROCEDURES/GUIDELINES

- 4.1** The member of Council shall communicate with the Mayor in advance of the event that requires approval of costs incurred under items 2.1 and 2.2 noted above. Where approval is given to participate in the event, the member of Council shall proceed with registering/scheduling the event.
- 4.2** All costs for business meetings, conferences, training and the like; related travel and meal expenses shall be summarized on expense forms with receipts attached and the reason for reimbursement noted. Expense forms shall be submitted on a timely basis to the Mayor for review and approval of payment. The Mayor shall submit her/his expenses to the Chief

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Administrative Officer for approval. In accordance with the Municipal Act the remuneration and expenses paid by the Municipality to each member of Council shall be reported annually.

- 4.3** Accommodation, travel (other than own vehicle) and registration for business related events (e.g. training and conferences) may be arranged through the Administrative Assistant to the Chief Administrative Officer and charged to the Corporate credit card where feasible. The Council member shall evaluate and select the most economical and practical means of transportation, be that bus, rail, air or otherwise. Council members shall consider the use of car pools when traveling.