
Town of Hartland

By-Law A-030

REMUNERATION OF MAYOR AND COUNCIL



PURPOSE: A By-law of Hartland, in the Province of New Brunswick, for the purpose of establishing the remuneration of the council for Hartland.

WHEREAS: The Minister of Local Government and Local Governance Reform may make or amend by-laws of a restructured local government as per An Act Respecting Local Governance Reform, section 11(2);

WHEREAS: The enactment of this by-law repeals Policy P-001-02 of Town of Hartland.

1. DEFINITIONS.

- A. "Councillor," when used without an immediate reference to the Mayor and Deputy Mayor, refers to all members of Council as well as the Mayor and the Deputy Mayor.
- B. "Clerk" refers to the person who is the Clerk for Hartland.
- C. "CAO" refers to the person who is the Chief Administrative Officer for Hartland.
- D. "Town" refers to Hartland.
- E. "Meal" refers to food and drink for one incidence of breakfast, lunch, dinner, or supper.

2. HONORARIUM. Annual salaries shall be awarded to Council members as follows.

- A. **MAYOR.** The mayor shall be paid an annual salary of \$12,000; the amount being payable in equal installments.
- B. **DEPUTY MAYOR.** The deputy mayor shall be paid an annual salary of \$9000; the amounts being payable in equal installments.
- C. **COUNCILOR.** Each Councillor shall be paid an annual salary of \$6000, the amounts being payable in equal installments.

2. PAYMENT. Honorariums shall be paid in quarterly installments on or before the last Friday of the first month of each quarter.

3. REVIEW. Council shall review Council salaries in the year prior to a municipal election to ensure they are in line with the Council salaries of other municipalities of comparable size and scope.

4. ADJUSTMENT. Council may approve a salary adjustment to take effect at the beginning of the new and next Council term.

3. ATTENDANCE REQUIREMENT FOR HONORARIUM.

A. ELIGIBILITY. To receive the honorarium specified under Section 2 in any given quarter, a Councilor must attend at least four (4) of the six (6) regularly scheduled Council Meetings.

B. PRORATION. If, for any reason, a Councilor does not meet the attendance requirement under section 3.A, the Clerk shall prorate the honorarium according to the percentage of meetings attended. For example, if a Councilor attends two (2) meetings in a quarter, that Councilor will receive 50% of his or her honorarium for that quarter.

4. EXTRA MEETING ALLOWANCE.

A. For any "extra meeting", which is defined as any meeting that is not (a) a meeting of Council, (b) a meeting of a Committee of Council, or (c) a meeting that Councilors have been asked to attend by the province (by an elected official, a department minister or deputy, or other representative), a Councilor may submit a claim for seventy-five dollars (\$75). Limitations and restrictions to submit a claim under this allowance are as follows:

- i. Each Councilor may submit up to a maximum of thirty (30) claims per year.
- ii. The Councilor must not receive any payment or other financial consideration from any other organization for the meeting.
- iii. The Councilor must submit the claim within ninety (90) days of the date of the meeting.
- iv. The duration of the meeting must be no less than one (1) hour.

B. To submit a claim, the Councilor must send an email to the Town Clerk that clearly provides (1) the date, start time, end time, and location of the meeting, (2) the purpose or subject of the meeting, which must be of clear and direct relevance to the Town, and (3) proof of attendance, which must be verified by another attendee of the meeting such as the meeting chairperson. Where available, the Councilor should forward the minutes of the meeting to the Clerk.

5. EXPENSES.

A. ELIGIBILITY. Each Councilor may be reimbursed for expenses incurred while performing his or her duties as Councilor if the claim meets the following criteria in full.

- i. The expense is listed and defined under Section 6.
- ii. The claim relates directly and clearly to the interests of Hartland.
- iii. The Councilor has submitted an expense report for the entire claim to the Clerk as per section 5.B.

iv. The Councilor has provided one or more receipts in print format that correspond to each item in the expense report.

v. The cost is reasonable and moderate given the options and circumstances that applied at the time.

B. **EXPENSE REPORTS.** To receive payment for an expense, the Councilor must submit to the Clerk an expense report.

i. The expense report must contain the following:

i. The Councilor's name (in print) and signature.

ii. A brief description of the expense (such as the name of the seminar, conference, or training session attended).

iii. A list of individual expense items.

ii. Each expense item must be described by (a) type (meals, mileage, or other), (b) date (day, month, and year), and (c) amount in dollars and cents, including applicable taxes.

iii. Each expense item must correspond clearly to a line item on a receipt.

iv. As applicable, the expense report must indicate if an expense was paid in US dollars. If paid in US dollars, the expense will be converted to Canadian (CAD) dollars at the exchange rate in effect as of the date of payment.

6. EXPENSE TYPES AND CRITERIA.

A. **PER DIEM.** A Councilor may receive the per diem rate of two-hundred and fifty dollars (\$250) for his or her participation in meetings or other activities that relate directly and clearly to the interests of Hartland and that lasted a total of four (4) or more hours in one day, inclusive of travel time.

B. **MEALS.** The cost of one meal may not exceed \$40 (forty dollars). The cost two or more meals in one day may not exceed \$75 (seventy-five dollars).

C. **ALCOHOL.** A Councilor may not expense alcohol.

D. **MILEAGE.** To claim mileage, a Councilor must take a round trip in his or her own vehicle or in a rental vehicle from Hartland to a location outside Hartland that sums to fifty (50) kilometers or more. The allowance rate per kilometer will be based on the Government of Canada rates specified by the Canada Revenue Agency on its official website.

E. **OTHER TRAVEL.** A Councilor may claim any of the following other travel expenses: rental cars, airplane, train or bus tickets, baggage fees, public transportation costs, uber and ridesharing services, taxi services, road tolls and parking fees.

7. **EXTRA MEETING OR PER DIEM.** For a meeting or event, a Councilor may receive either the per diem OR the extra meeting allowance. A Councilor may not receive both for the same meeting or event.

8. RIGHT OF TOWN TO HOLD PAYMENT. The Clerk may hold payment of a claim for an extra meeting or an expense for any reason in full or in part. If payment is held and the claim is not withdrawn, the Clerk must present the claim in question to Council for approval at the next meeting of Council.

9. EFFECTIVE DATE. Given under the hands of the Transition Facilitator, on behalf of the Minister of Local Government and Local Governance Reform, on this 5th day of December, 2022.

10. SIGNATURES.

TRANSITION FACILITATOR

DON FERGUSON


