

Town of Hartland
Policy P-001-02

REMUNERATION OF MAYOR AND COUNCIL



1. **AUTHORITY.** The Council of the Municipality of Hartland, under the authority vested in it by *Section 49 of the Local Governance Act, 2017, c. 18 and amendments thereto*, enacts Policy P-001-02 to address the remuneration of Council. Policy P-001-02 amends Policy P-001, which repealed By-Law A-18, enacted September 7, 2010.
2. **DEFINITIONS.**
 - A. "Councilor," 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 or Clerk and Treasurer for the Town of Hartland.
 - C. "CAO" refers to the person who is the Chief Administrative Officer for the Town of Hartland.
 - D. "Town" refers to the Town of 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 receive \$7,500 (seven thousand and five hundred dollars) per year.
 - B. **DEPUTY MAYOR.** The Deputy Mayor shall receive \$6,500 (six thousand and five hundred dollars) per year.
 - C. **COUNCILOR.** Each Councilor shall receive \$5,500 (five thousand and five hundred dollars) per year.
 - D. **PAYMENT.** Honorariums shall be paid in quarterly installments on or before the last Friday of the first month of each quarter.

- E. 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 similar size and responsibility.
- F. 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, each Councilor must attend no fewer than twenty (20) of the twenty-four (24) regularly scheduled Council Meetings in the calendar year.
- 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, in a given calendar year, the Deputy Mayor attends twelve (12) meetings, the Deputy Mayor is to receive 50% of his or her honorarium.

4. EXTRA MEETING ALLOWANCE.

- A. For any meeting that is not a meeting of Council or a meeting of a Committee of Council, a Councilor may submit a claim for seventy-five dollars (\$75) under the extra meeting allowance. Limitations and restrictions to submit a claim under this allowance are as follows:
 - i. Each Councilor may submit up to 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 Town 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 the Town 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 as follows.
- i. The expense report includes the Councilor's name (in print) and signature.
 - ii. The expense report includes a brief title that describes the expense.
 - iii. The expense report lists each item to be expensed. For example, each meal must be entered as a separate line item.
 - iv. Each expense item is described by type (meals, mileage, or other), date (day, month, and year), and amount in dollars and cents, including applicable taxes.
 - v. Each expense item corresponds clearly to a receipt or a receipt item.
 - vi. As applicable, the expense report indicates that 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 the Town and that lasted a total of six (6) hours or more in a single 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). A Councilor may not expense alcohol.

- C. ACCOMMODATIONS. To submit a claim for accommodations, the Councilor must participate in meetings or activities that take place outside Hartland over two or more consecutive days.
 - 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 100 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.

May 11, 2022

10. SIGNATURES.

MAYOR

[ENTER NAME] Tracey DeMerchant
Tracey DeMerchant

CLERK

[ENTER NAME] Rob Webber
RJ Webber

