

Title:
Council's Remuneration Policy

Policy No.:
ADM-015

Revisions:
January 5, 2007
(Pages 6 and 9 By-law Number/
Page 8 Conferences out of Canada/
Page 10 Retirement Program)

April 24, 2007
(By-law 2007-29 to increase Council Members' salary to \$15,000)

February 28, 2011
(Reimbursement of expenses prior to attending an event)

December 2014
(Electronic Device/
Benefits and Pension)

May 2016
(Policy Renumbering)

January 2017
(Minor revisions and updates)

January 2018
(Increase of the Allowance for Conference)

November 2018
(Section 1.1 Non-taxable Remuneration repealed/
Section 5.3 Recognition Program repealed/
Increase of the Compensation to Attend Meetings/
Increase of the Daily Remuneration for Conferences, Seminars, etc./
Minor revisions, updates, and new format)

Effective Date:
September 12, 2006
The revised policy dated November 2018 will be effective
as of January 1, 2019, and it replaces any previous versions.

Applies To:
Warden and Council Members of the
United Counties of Prescott and Russell

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1. Remuneration

The remuneration and other compensation paid to the Warden and Council Members are regulated by by-law and revised from time to time by Council.

1.1 Non-taxable Remuneration

Section repealed (November 2018).

1.2 Remuneration of the Warden and Council Members

The Corporation of the United Counties of Prescott and Russell (the "UCPR") grants annually, as basic remuneration to the Warden and Council Members, a salary as established in the by-law currently in force. The salary is adjusted each year to compensate for the increased cost of living at the same percentage increase received by the Corporation's non-union staff.

1.3 Compensation to Attend Meetings

Besides Council meetings, the Warden and Council Members receive a per diem for attending meetings of standing committees, and meetings of boards, commissions and agencies on which they have been appointed. The per diem rate has been fixed at \$160, notwithstanding the length of the meeting, as provided in the Council Remuneration By-law.

1.4 Participation in Special events

The Warden and Council Members receive no remuneration for attending special events related to Council activities and/or other external organizations such as press conferences, meetings with a minister, golf, luncheon, fund-raising dinners, banquets, courses, training, workshops, etc., and all meetings and events that are not carried out in the course of the standing committees of Council, and of boards and commissions of which they have been appointed. Except for the Warden, the mileage will not be reimbursed.

1.5 Travelling Expenses

The Warden and Council Members will be reimbursed at the established mileage rates for attending meetings of Council and of its standing committees, including meetings of boards or commissions to which Council Members have been appointed when these Members are not reimbursed by the said boards or commissions, and which they are required to attend by reason of their office.

1.6 Payroll Processing

The Warden and Council Members' salary is spread over a 12-month period. Wages are transferred monthly by direct deposit in a personal account. Claims for committees, conferences, mileage, etc., are made through payroll deposits. Claims received after the payroll period are reimbursed the following month.

2. Allowance for Conferences, Seminars, etc.

The Warden and Council Members are authorized to travel in Canada to attend conferences, delegations and seminars and other events, in carrying out their municipal duties and/or for extending and improving their technical skills, and be reimbursed for their expenses, up to a maximum of \$6,000 each, in any given year, registration fees in addition to such allowance. The Warden is not limited to the said maximum but shall not exceed the budgeted expenses for the year.

2.1 Registration Fees

Registration fees for attending conferences, delegations, seminars, or other events related to municipal governance are reimbursed as long as the expenses related to the said event are claimed at the UCPR. Once the maximum of \$6,000 has been reached, registration fees and other expenses are no longer refundable.

2.2 Authorizations

Council is responsible for evaluating and approving a Member's request, including the Warden, to attend a conference or an event outside Canada. The excerpt of Council's approval should also be attached to the claim for payment.

2.3 Daily Remuneration

The Warden and Council Members will be authorized to claim a daily allowance of \$105 to attend a conference, delegation or seminar. No allocation is provided for travelling time.

2.4 Meal Compensation

A daily allowance of up to \$75 is authorized to cover meals if they are not included in the event program. The following meal expenses may be claimed without receipt and proof of payment:

- Breakfast \$12
- Lunch \$15
- Diner \$33
- Incidental Fees* \$15

*Personal expenses: calls, tips, photocopies, etc.)

If meals are included in a conference/event or provided by any other source, they will not be reimbursed. Incidentals may be claimed for an overnight stay only.

2.5 Travelling Expenses

The travelling expenses (economy plane or train fare, bus, taxi, parking, etc.) are reimbursed upon presentation of receipts. Original invoices and proof of payment shall be attached to the claim for payment. Mileage is reimbursed as per the established rates at the time of travelling.

2.6 Accommodation Expenses

Accommodation fees are reimbursed upon presentation of receipts. Original invoices and proof of payment shall be attached to the claim for payment. An additional sleeping accommodation without salary or other expenses will be reimbursed to attend an early morning meeting taking place outside the region. No reimbursement for accommodation is provided after the conference dates.

2.7 Remuneration By-law

Please refer to the Council Remuneration By-law and its amendments for any details pertaining to conferences.

2.8 Claiming of Expenses before the Event

The Warden and Council Members may request an advance as a result of an expenditure actually incurred for the booking of an upcoming conference or event by completing the "FIN_FRM_006 - Claim for Advance Expenditures" and by submitting the original invoices and proof of payment. This advance may include hotel and travel expenditures paid in advance, or any other amount due or required in advance by the organizers.

3. Claim Forms

Claim forms are available in hard copy or electronic format:

- Meeting Attendance to Advisory Committees, Boards and Commissions
- FIN_FRM_006 - Claim for Advance Expenditures
- FIN_FRM_007 - Claim for Conference Expenditures
- FIN_FRM_008 - Warden's Expenses

3.1 Sessions and Standing Committees

All claims regarding the per diem allowance and travelling expenses to attend Council sessions and Standing Committees are completed in electronic form by the CAO. Each Member is responsible for reporting any mileage changes to the CAO, such as carpooling or a change of address.

3.2 Other Meetings of Advisory Committees, Boards and Commissions

The Warden and Council Members must complete the appropriate claim when they attend meetings of advisory committees, boards and commissions on which they have been appointed.

3.3 Claim Reporting

Forms should be completed, signed and submitted to the Clerk's Office. All payable expenses shall be itemized and supported by original receipts. An incomplete claim will result in processing delays.

3.4 Responsibilities

The Human Resources Department and the Finance Department are responsible for maintaining and monitoring remuneration, allowances, and claims of Council Members.

4. Information Technology

4.1 Electronic Device

Each Council Member shall be provided for their term of office with a tablet or other electronic device to access emails and paperless meetings.

4.2 Information Technology Usage

According to Policy ADM/008 – Information Technology Usage, people entrusted with an electronic device from the UCPR are responsible for returning the device in good working condition. If the computer or any other type of device is lost, stolen or damaged due to negligence, the latter will be responsible for the cost of replacement or repair.

5. Benefits and Pension

5.1 Accident Insurance

Council Members are covered by an accident insurance of a maximum of \$200,000, and the premium is paid by the UCPR.

5.2 OMERS Pension Plan

As adopted by previous Council By-law in 1998, participation in the Ontario Municipal Employees Retirement Program is a requirement for all eligible Members subject to current legislation. A Member of Council is not entitled to terminate his/her participation in the OMERS plan unless the whole Council opts out.

5.3 Recognition Program

Section repealed (November 2018).

Stéphane P. Parisien
Chief Administrative Officer