The Corporation of the United Counties of Prescott and Russell

By-law 2018-44
Consolidated for Convenience Only

This is a consolidation of "By-law 2018-44". The Amendment By-law indicated below has been combined with the Original By-law for convenience only. This consolidation is not a legal document. The Original By-law shall be consulted for all required interpretations and applications.

Amendment By-law	Description	Effective Date
2019-62	Amendment to the methodology according to which the remuneration of Members of Council is calculated	November 27, 2019
2023-11	Increase the remuneration of and remove additional allocations to Members of Council	March 22, 2023

THE CORPORATION OF THE UNITED COUNTIES

OF PRESCOTT AND RUSSELL

BY-LAW NUMBER 2018-44

A BY-LAW TO PROVIDE FOR THE REMUNERATION OF MEMBERS OF THE COUNCIL OF THE UNITED COUNTIES OF PRESCOTT AND RUSSELL EFFECTIVE THE NEXT TERM OF COUNCIL

WHEREAS Section 283 of the *Municipal Act, 2001*, S.O. 2001, as amended provides for the passing of by-laws for the paying of remuneration and expenses to Members of Council.

AND WHEREAS Council deems it expedient to increase the remuneration of the Warden and Members of Council and the per diem for attending standing committees as outlined in Report RH-002/2018, in order to offset the loss in total remuneration from the elimination of the one-third tax exemption.

NOW THEREFORE BE IT ENACTED by the Council of the Corporation of the United Counties of Prescott and Russell that:

1. SHORT TITLE

This By-Law may be referred to as the Council Remuneration By-Law.

2. REMUNERATION

2.1 Commencing January 1, 2020, the remuneration of the County Warden for his/her responsibilities as Head of Council, for attendance at all Council meetings, and/or any such meetings of committees and outside bodies to which he/she has not been appointed ex officio, and for attendance at all social or public functions as County Warden shall be calculated annually as follows:

> $0.75 x the population of the United Counties of Prescott and Russell according to the latest Census as published on the Statistics Canada website.

The said remuneration shall be adjusted in accordance with the next Census as published on the Statistics Canada website.

(Amended by By-law 2019-62)
(Amended by By-law 2023-11)

2.2 Commencing January 1, 2020, the remuneration of the Members of Council for their responsibilities as Council Members, for attendance at all Council meetings, and/or any such meetings of committees and outside bodies to

which they have not been officially appointed, and for attendance at all social or public functions shall be calculated annually as follows:

> $0.50 x the population of the United Counties of Prescott and Russell according to the latest Census as published on the Statistics Canada website.

The said remuneration shall be adjusted in accordance with the next Census as published on the Statistics Canada website.

(Amended by By-law 2019-62)
(Amended by By-law 2023-11)

2.3 Such remuneration shall be paid monthly. In the event of the death of a Council Member or upon his/her ceasing to be a Council Member, for any reason, before the expiration of his/her term of office, the remuneration shall be paid up until the end of the month in question.

2.4 No additional remuneration shall be paid to Members of Council for attending Council, committee, board or commission meetings.

(Amended by By-law 2023-11)

2.5 No additional remuneration shall be paid to Members of Council who serve as acting Warden from time to time as designated by Council.

3. CONFERENCE, CONVENTION AND SEMINAR ALLOCATION AND EXPENSES

3.1 Members of Council shall receive a maximum yearly allowance of $6,000 to attend conferences, conventions, seminars or delegations within Canada. Any unused portion of the allowance is not transferable to another Council Member and remains the property of the Counties.

3.2 Conference registration fees claimed at the Counties are reimbursed in addition to the $6,000 allowance and must be supported by invoices/ payment receipts. Registration fees cannot be claimed when the $6000 allowance has been reached.

3.3 Eligible expenses included in the $6000 allowance are:

i) daily attendance per diem of $105;
ii) daily meal expenses and incidentals up to $75.00;
iii) transportation costs including economy air fare, train, car rental, taxi, parking and the per-kilometre allowance rate when using a personal vehicle to attend; and
iv) overnight accommodation.

Items iii) and iv) above must be supported by invoices/payment receipts.

3.4 Members of Council shall submit a completed and signed *Claim for Conference Expenditures* including invoices/payment receipts when requesting reimbursement for expenses.

3.5 If a Member of Council exceeds the $6,000 allowance, he/she will be personally responsible for the over expenditure.

3.6 If the conference or convention is out of Canada, attendance must be approved by a resolution of the Council prior to the event.

3.7 The Warden may attend any conferences and receive reimbursement for all eligible expenses, but cannot exceed his/her budgeted expenses for the year.

3.8 The past Warden will attend the EOWC transition meeting in January of each year as part of his succession duties and the eligible expenses incurred for said meeting will be reimbursed in addition to his/her $6,000 allowance.

3.9 If the Warden becomes Chair of the EOWC he/she will be required to attend all meetings of the Caucus as scheduled for the year following his/her tenure and the eligible expenses incurred will be reimbursed in addition to his/her $6,000 allowance.

4. MEALS

4.1 Members of Council may claim meal expenses at the per diem rate of $75 without receipts when attending conferences, convention, delegations or seminars. The per diem rate for 2019 is comprised of an allowance of $12/breakfast, $15/lunch, $33/dinner, and $15/incidentals. The meal expense per diem rate is confirmed by by-law from time to time.

4.2 Meal expenses incurred by a Member of Council are included in his/her $6,000 allowance.

4.3 Meal expenses cannot be claimed when meals are supplied at the event attended or included in the registration fees.

5. PER-KILOMETRE ALLOWANCE RATE

5.1 Members of Council using their personal vehicle to attend Council meetings, duly appointed committee or board meetings when not reimbursed by outside bodies, or for attendance at conferences, delegations, conventions, seminars

or representing the Warden on County business shall receive the following per-kilometre allowance rates for 2019:

- $0.55 per kilometre for the first 5,000 kilometres driven;
- $0.49 per kilometre driven after that.

5.2 Notwithstanding the number of meetings held either before or after a Council meeting on a given day, Members of Council shall only be reimbursed for one trip to attend said meetings.

5.3 The per-kilometre allowance rates are revised and adjusted yearly in accordance with the maximum/reasonable rates published by the Canada Revenue Agency and approved by by-law.

6. TECHNOLOGY EQUIPMENT

6.1 During their term of office, Members of Council shall be provided with an electronic device to receive and access the paperless agenda and supporting documents provided to them for Council and committee meetings.

6.2 Members of Council are responsible for returning the electronic device in good working condition at the end of their term of office. As per Policy ADM/015, the user is responsible for the cost of replacement or repair if the equipment is lost, stolen or damaged due to negligence.

7. ACCIDENT INSURANCE AND RETIREMENT BENEFITS

7.1 During their term of office, Members of Council are covered up to a maximum of $200,000 by a Council Accident Policy and the premium for said policy is paid by the Counties.

7.2 Each Member of Council participates in the OMERS pension plan as enacted by previous Council by-law. A Member of Council is not entitled to terminate his/her participation in the OMERS pension plan unless Council opts out unanimously.

8. That By-law Number 2018-07 be and is hereby repealed at such time as the present By-law comes into force and effect on the 1st day January, 2019.

DONE AND PASSED in open Council this 23rd day of May, 2018.

Original copy signed by François St-Amour
François St-Amour, Warden

Original copy signed by Andrée Latreille
Andrée Latreille, Clerk