

**THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD**

**BY-LAW 26-2024**

BEING A BYLAW TO ADOPT A COUNCIL REMUNERATION & EXPENSE POLICY

**WHEREAS** Sections 8 and 9 of the *Municipal Act, 2001* provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate; and

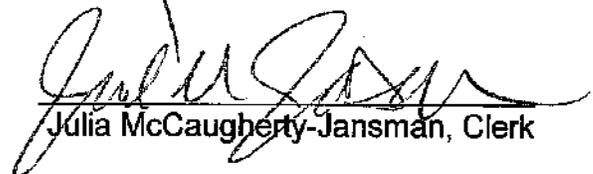
**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient and in the public interest to adopt a Policy to recognize the efforts made by members of Council in serving their constituency and acknowledges that there are costs / expenses associated with fulfilling these duties.

**NOW THEREFORE** the Council of the Corporation of the Village of Merrickville-Wolford enacts as follows:

1. THAT the Council Remuneration & Expense Policy attached hereto as Schedule 'A' be and is hereby adopted.
2. THAT Schedule 'A' hereto shall be made part of this By-law as fully as if recited herein.
3. THAT this By-law shall supersede any and all By-laws and/or policies deemed to be inconsistent.
4. THAT this By-law shall come into force and effect immediately upon the passage thereof.

Read a first, second and third time and passed on the 13<sup>th</sup> day of May 2024.

  
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Michael Cameron, Mayor

  
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Julia McCaugherty-Jansman, Clerk

# Council Remuneration & Expense Policy

## SCHEDULE “A” to By-law 26-2024

### 1.0 POLICY STATEMENT

The Village of Merrickville-Wolford recognizes the efforts made by members of Council in serving their constituency and acknowledges that there are costs / expenses associated with fulfilling these duties.

The purpose of this policy is to consolidate remuneration amounts and formalize expense reimbursement and reporting procedures for members of Council.

### 2.0 SCOPE

This policy applies to all members of Council.

### 3.0 PROCEDURE

#### 3.1 Annual Remuneration

The remuneration for members of Council for the Corporation of the Village of Merrickville-Wolford shall be, estimated January 1<sup>st</sup>, 2024, and has been budgeted for as follows, however the amount will be adjusted based on submissions by members, i.e. Committee meeting attendance is capped at \$600 and based on ten meetings per year.

	Cell	Mileage	Honorarium	Committee Meetings	Conference Training
Mayor	\$700.00	\$300.00	\$15,612	\$600.00	\$2,000.00
Deputy Mayor			\$11,894	\$600.00	\$2,000.00
Councillor			\$11,894	\$600.00	\$2,000.00

3.1.1 The annual remuneration shall be all inclusive of attendance at all Regular and Special Council, meetings as required.

3.1.2 The Council remuneration will automatically change (on an annual basis) in accordance with the previous year’s Cost of Living (COLA)

#### 3.2 Travel Expenses

3.2.1 Members of Council shall receive an allowance for travel expenses incurred while on Village business. Said rate is to be set in accordance with the rate set annually by the United Counties of Leeds and Grenville.

#### 3.3 Computer Allowance

The Village recognizes that members of Council require the aid of a computer and associated resources in order to fulfill their municipal duties. Laptops will be provided to Councillor’s with the expectation they adhere to the “Appropriate Use, Care and Security of Electronic Resources Policy”.

#### 3.4.1 Convention / Seminar Expense /Attendance

3.4.2 Members of Council shall receive a daily expense allowance for meals and out of pocket expenses of \$200.00 per full or \$100.00 part day attendance while engaging in Village business or participating in a conference or other training session outside the United Counties of Leeds and Grenville.

3.4.3 Spouses or others shall not be reimbursed for any expenses associated with attendance at any event with a member of Council.

3.4.4 Council members shall, prior to attending any conference, seminar, or training session, advise Council of their intentions accordingly. Notice of attendance shall be given by the member attending the conference / seminar or training session at a regular or special meeting of Council or the Committee of the Whole.

3.4.5 In addition to the expense allowance, the following expenses shall be eligible for reimbursement:

- Travel, either by commercial carrier or by the member's personal vehicle, reimbursed at the rate set annually by the United Counties of Leeds and Grenville.
- Taxi transportation while at the location;
- Reasonable accommodation costs, comparable to the conference / seminar hotel rates;
- Conference, seminar, or other training fees;
- Any expenses related to text and course materials;
- Necessary sundry items;

Receipts shall be required to support the Council Members claim for reimbursement of any of the above expenses, other than the daily expense allowance and any claim for mileage.

#### 4.0 Monthly Expense Claims

Regular expense claims shall be submitted monthly, within 10 working days of the end of the previous month, to the Accounts Payable / Payroll / Benefits Clerk.

Expense claims shall be submitted using the template provided by the Village or an approved alternative.

#### 5.0 RESPONSIBILITY

The Council and Chief Administrative Officer are responsible for ensuring compliance with this policy.