

Date Approved: February 26, 2024 Council Resolution: 2024/091

Council Remuneration Policy

Number: ADM-003



Town of Balgonie

Council Remuneration Policy

Purpose:

To provide the terms and processes for Council remuneration and to ensure members of Council are fairly and reasonably remunerated for performing the duties of their office and reimbursed for approved expenses incurred while fulfilling their responsibilities.

Definitions:

In this policy,

“Act” means The Municipalities Act;

“Administrator” means the Administrator of a municipality appointed pursuant to section 110, or their designate;

“Committee Meeting” means a meeting of a committee, established pursuant to section 81 of The Municipalities Act, and held pursuant to Section 122 of The Municipalities Act;

“Council” means the Town of Balgonie Council;

“Council Member” means the Mayor, or a Councillor;

“Regular Council Meeting” means a meeting of council held pursuant to Section 122 of The Municipalities Act;

“Special Meeting” means a meeting other than a regular scheduled meeting called pursuant to section 123 of The Municipalities Act;

“Public Hearing” means a meeting of Council or that portion of a meeting of Council which is convened to hear matters pursuant to:

- 1) The Municipalities Act;
- 2) The Planning and Development Act, 2007;
- 3) any other Act; or
- 4) a resolution or bylaw of Council.

“Town” means the Town of Balgonie, its employees, or its duly authorized representatives;

“White Butte Region” means RM of Edenwold, Town of Pilot Butte, Town of White City and Village of Edenwold.

Responsibilities:

The Council shall be responsible to:

- 1) Approve remuneration rates presented as Appendix A,
- 2) Submit requests for payment to the Administrator or their designate on a regular basis, as determined by the Administrator or their designate,

- 3) Approve the policy and any subsequent amendments,
- 4) Review this policy at least once every four years, or upon changes in legislation.

The Administrator shall be responsible to:

- 1) Review all payment requests submitted by council members for errors that would result in an overpayment,
- 2) Notify Council members of any errors, discrepancies, and inconsistencies in remuneration requests,
- 3) Maintain payroll records,
- 4) Ensure the requirements of the policy are adhered to.

Remuneration and Reimbursement Eligibility

Council members shall be eligible to receive remuneration for work conducted and expenses incurred on behalf of the Town for Council, Committee and other meetings as identified in this policy.

Remuneration shall be provided to Council members on a monthly basis which includes remuneration for attending Regular Council meetings. Additional remuneration shall be provided to Council members for attendance at:

- 1) Special meetings,
- 2) Public hearings that occur outside of regularly scheduled council meetings,
- 3) Committee meetings,
- 4) Advisory or working group meetings,
- 5) Meetings with other municipalities,
- 6) Public planning meetings, not held as part of a public hearing or a regular or special council meeting, but including open houses and information sessions,
- 7) Meetings with other government agencies and businesses, including meetings with the Province of Saskatchewan, school division, health authority, and meetings with the Member of Parliament (MP) or Member of the Legislative Assembly (MLA),
- 8) Meetings with members of the town administration,
- 9) Meetings with news media, including press conferences, interviews, and meetings,
- 10) Attendance as a dignitary representing the Town at social or public functions including, but not limited to:
 - a) Remembrance Day ceremonies,
 - b) Town sponsored celebrations or events,
 - c) Grand openings within the municipality,
 - d) Ribbon cutting ceremonies,
 - e) Graduations,
 - f) Cheque presentations,
 - g) Trade shows.
- 11) Other meetings:
 - a) Conferences, conventions and zone or district meetings; including those hosted by Saskatchewan Urban Municipalities Association,
 - b) Education and training sessions, seminars and workshops,

- c) Community social events and celebrations, within the White Butte region, if formally invited to deliver a presentation or speech,
- d) Meeting with the Administrator to sign Town documents or cheques,
- e) All other meetings, conferences and seminars as approved by the majority of Council.

Phone and Vehicle Allowance

An allowance as set in Appendix A will be paid at the end of October annually for each member of Council.

Ipads

- 1) Each Council member will be given an Ipad device to assist with meeting preparation and communication.
- 2) If the Council member has been on Council for over one year, the Ipad will be theirs to keep following their service on Council.

Time Calculations

Time calculations for eligible meetings shall include travel time to and from the meeting.

For meetings less than Time calculations for the Public Hearing and Other Meetings category shall be remunerated at a rate per hour or portion thereof meaning the rate is applied to whole hours only.

Other Reimbursements

Mileage will be reimbursed to Council members for meeting attendance at a location whose distance is 20 km or more from Balgonie.

Council members may submit additional receipts for reasonable expenses that are incurred as part of their duties. They may include, but are not limited to the following:

- 1. Accommodations
- 2. Parking fees
- 3. Entrance fees or registration costs
- 4. Course materials or documents
- 5. Other expenses approved by a majority of Council

Meals will not be reimbursed as they are considered included in the remuneration rates.

Payment Requests

Remuneration:

- 1) Each Council member shall submit a request for payment to the Administrator or their designate on a monthly basis.
- 2) Failure to submit a payment request may result in non-payment.
- 3) The Administrator or their designate shall review payment requests for errors that would result in an overpayment.
- 4) Errors, discrepancies, and inconsistencies in remuneration requests shall be brought forward by the Administrator or their designate to the Council member who submitted the request.
- 5) Payment request disputes shall be settled by a majority vote of Council.

- 6) A meeting attendance form, as set forth in Appendix B will be used to record remuneration requested.

Expense Reimbursement:

Each Council member shall submit a request for payment to the Administrator within 30 days of the incurred expense:

- 1) Failure to submit a payment request may result in non-payment.
- 2) The Administrator or their designate shall review payment requests for errors that would result in an overpayment.
- 3) Errors, discrepancies, and inconsistencies in expense requests shall be brought forward by the Administrator or their designate to the Council member who submitted the request.
- 4) Payment request disputes shall be settled by a majority vote of Council.
- 5) Reimbursement of Expenses – Form, as set forth in Appendix C will be used to request reimbursement of expenses.

Mileage Expense Claim:

- 1) Each Council member shall submit a request for payment to the Administrator within 30 days of the incurred expense.
- 2) Failure to submit a payment request may result in non-payment.
- 3) The Administrator or their designate shall review payment requests for errors that would result in an overpayment.
- 4) Errors, discrepancies, and inconsistencies in expense requests shall be brought forward by the Administrator or their designate to the Council member who submitted the request.
- 5) Payment request disputes shall be settled by a majority vote of council.
- 6) A Mileage Expense Claim Form, as set forth in Appendix D will be used to request reimbursement of mileage expenses.

Appendix A

Description	Remuneration Rates
Monthly remuneration - Mayor	\$ 750.00
Monthly remuneration - Councillor	\$ 500.00
Special Council meetings	\$ 200.00
Committee meetings, public hearings, open houses, intermunicipal meetings, government ministries, trainings, advisory or working groups	\$ 180.00 for meetings lasting less than 4 hours
Maximum daily rate	\$ 315.00 for meetings lasting over 4 hours
Hourly rate – other meeting or event attendance	\$ 45.00 per hour
Phone and Vehicle Allowance	\$ 200.00 annually

Appendix B

Meeting Attendance Form

Council Member: _____

Month: _____

Date	Meeting Attended	Length of time including travel time

Submitted by Council Member: _____

Signature

Date

Please submit this form no later than the 24th of every month.

Appendix C

Reimbursement of Expenses - Form

Name: _____

Expenses to be reimbursed:

Date	Description of expense	Amount – attach receipt for payment

Submitted by Council Member: _____
Signature Date

Appendix D

Mileage Expense Claim Form

Name: _____

Mileage to be reimbursed:

Date	From	To	Meeting attended:	Total km	\$ _____ per km

Submitted by Council Member: _____

Signature Date