



Title:
Council's Remuneration Policy

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ADM-015

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Applies to:
The Warden and the Members of the Council of the Corporation of the United Counties of
Prescott and Russell

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1. Policy Statement

1.1. Statement

1.1.1. The purpose of this Policy is to explain the various types of remuneration authorized for the Warden and the Members of the Council of the Corporation of the United Counties of Prescott and Russell (the "UCPR").

2. Policy Definitions (n/a)

3. Purpose of the Policy

3.1. Purpose

3.1.1. The purpose of this Policy is to ensure that the Warden and the Members of the Council of the UCPR are properly remunerated in accordance with the requirements of this Policy.

4. Policy Application

4.1. Application

4.1.1. This Policy applies to the Warden and the Members of the Council of the UCPR.

5. Policy Requirements

5.1. Remuneration

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

a. Non-Taxable Remuneration

i. Section repealed (November 2018).

b. Remuneration of the Warden and Members of Council

i. The UCPR grants annually, as basic remuneration to the Warden and Members of Council, a salary as established in the By-law currently in force.

c. Compensation to Attend Meetings

i. Besides Council meetings, the Warden and Members of Council receive a per diem for attending meetings of standing committees, as well as meetings of advisory committees, boards and commissions to 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's Remuneration By-law.

d. Participation in Special Events

i. The Warden and Members of Council receive no remuneration for attending special events related to Council activities and/or other external organizations (press conferences, meetings with a Minister, golf, luncheon, fund-raising dinners, banquets, courses, training sessions, 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 to which they have been appointed. Except for the Warden, the mileage will not be reimbursed.

e. Travelling Expenses

i. The Warden and Members of Council 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 Members of Council 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.

f. Payroll Processing

i. The Warden and Members of Council's salary is spread over a 12-month period. Wages are transferred monthly by direct deposit into 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.

5.2. Allowance for Conferences, Seminars, etc.

5.2.1. The Warden and Members of Council are authorized to travel in Canada to attend conferences, delegations, 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.

a. Registration Fees

i. 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 from the UCPR. Once the maximum of \$6,000 has been reached, registration fees and other expenses are no longer refundable.

b. Authorizations

i. 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 shall be attached to the claim for payment.

c. Daily Remuneration

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

d. Meal Compensation

i. 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:

(i) Breakfast	\$12
(ii) Lunch	\$15
(iii) Dinner	\$33
(iv) Incidental Fees*	\$15

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

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

e. Travelling Expenses

i. 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 rate at the time of travelling.

f. Accommodation Expenses

i. 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.

g. Remuneration By-law

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

h. Claiming of Expenses before the Event

i. The Warden and Members of Council may request an advance as a result of an expenditure actually incurred for the booking of an upcoming conference or event by filling out the "FIN_FRM_006 - Claim for Advance Expenditures" form 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.

5.3. Claim Forms

5.3.1. Claim Forms

a. Claim forms are available in hard copy or electronic format:

i. Meeting Attendance at Advisory Committees, Boards, and Commissions

ii. FIN_FRM_006 - Claim for Advance Expenditures

iii. FIN_FRM_007 - Claim for Conference Expenditures

iv. FIN_RRM_008 - Warden's Expenses

b. Council and Standing Committees

i. All claims regarding the per diem allowance and travelling expenses to attend Council and Standing Committees meetings are filled out in electronic form by the Chief Administrative Officer (CAO). Each Member is responsible for reporting any mileage changes to the CAO, such as carpooling or a change of address.

c. Other Meetings of Advisory Committees, Boards, and Commissions

i. The Warden and Members of Council must fill out the appropriate claim form when they attend meetings of advisory committees, boards, and commissions to which they have been appointed.

d. Claim Reporting

i. Forms should be filled out, signed, and submitted to the Clerk's Office. An incomplete or illegible claim will result in processing delays.

5.4. Information Technology

5.4.1. Information Technology

a. Electronic Device

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

b. Device Usage

i. According to Policy *ADM-008 - Information Technology Usage*, those 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.

5.5. Benefits and Pension

5.5.1. Benefits and Pension

a. Accident Insurance

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

b. OMERS Pension Plan

i. As adopted by a 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.

c. Recognition Program

i. Section repealed (November 2018).

6. Responsibilities

6.1. Responsibilities

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

7. Legislative Authority (n/a)

8. References

8.1. References

8.1.1. Meeting Attendance at Advisory Committees, Boards, and Commissions

8.1.2. FIN_FRM_006 - Claim for Advance Expenditures

8.1.3. FIN_FRM_007 - Claim for Conference Expenditures

8.1.4. FIN_FRM_008 - Warden's Expenses

8.1.5. ADM-008 - Information Technology Usage Policy

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