



FORTFRANCES

BOUNDLESS

COUNCIL REMUNERATION POLICY

GOVERNANCE / COUNCIL 1.1

POLICY

Created: 2023-09-25

Revised:

Authorized: Schedule A By-Law 83-23

Superseded: By-Law 02-10 as amended

1. PURPOSE

The purpose of this policy is to establish the manner in which the Mayor, Deputy Mayor and Council Members are compensated for attending authorized meetings and professional development events; to ensure that there is consistency and equity in the disbursement of remuneration and to delegate the Clerk and Treasurer (or their delegates) the authority to administer remuneration within the provisions of this policy.

2. POLICY STATEMENT

The Town of Fort Frances (Town) is committed to provide remuneration and reimbursement of its elected officials for all reasonable costs incurred in the course of fulfilling their duties.

It is expected that all elected officials who incur expenses, will adhere to the ethical standards of the community and will exercise their best judgment when incurring such expenses. It is also expected that expenses will be incurred only for purposes, and in facilities, that reflect the positive image of the citizens of the Town of Fort Frances. Any expenses incurred are to support the attainment of the organization's approved goals and objectives.

3. APPLICATION

This policy applies to the Mayor, Deputy Mayor and Members of Council who attend Council, Local Boards, External, Other Special and Emergency Meetings and Committees / Advisory Committees and Working Groups as approved by Council.

This Policy applies to the Mayor, Deputy Mayor and Members of council who attend Professional Development Events.

This policy shall not apply to employees of the Town of Fort Frances.

4. LEGISLATIVE AUTHORITY

The Municipal Act, 2001, S.O. 2001, Section 283, provides for paying remuneration to members of council and persons appointed by council to serve as members of local boards and commissions. Also, section 283 of the Municipal Act, 2001, S.O. 2001, c. 25, and amendments thereto, provides for payment in whole or in part such expenses as are actually incurred as a result of their acting, either within or outside of the municipality, in their capacity as members of council or employees of the municipality or persons appointed as members of local boards and commissions.

The Municipal Act, 2001, S.O. 2001, Section 284, provides for the Treasurer of a municipality on or before March 31 to provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- Each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- Each member of council in respect of his or her services as an officer of the municipality or other body described in the clause above; and
- Each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as member of the body; and

The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid.

The statement shall be made available on the municipal website and formally received on a Regular Council Agenda.

The provisions of section 7.5 Pier Diems shall supersede any other conflicting provision found elsewhere such as the Travel Policy.

Any conflicts or inconsistencies, this Council Remuneration Policy shall prevail over others.

5. DEFINITIONS

For the purpose of this policy:

"Acting Chair" - shall mean the Member who is temporarily appointed to serve in the Chair's place.

"Chair (Presiding Officer)" - shall mean the Member who presides at a Council or Committee meeting.

"Chief Administrative Officer" - shall mean the Chief Administrative Officer (CAO) or designated duly appointed by the Council as prescribed in Section 229 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

"Clerk" - shall mean the person or designated duly appointed by Council as prescribed in Section 228 of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

"Community Events" - shall be deemed any event that requires the presence of the Mayor that includes but not limited to opening ceremonies, fund raisers/charity events, community celebrations and local fairs.

COUNCIL REMUNERATION POLICY

"Conference/Convention/Seminar" - shall be deemed an event where a group gathers with the intention of sharing views and information on a series of related subjects for the purpose of professional development.

"Council" - shall mean the Municipal Council of the Town of Fort Frances.

"Council Meeting(s)" - shall be deemed to include Regular and Special Meetings of the Council of the Town of Fort Frances.

"Councillor" - shall mean a person elected or lawfully appointed to the Council of the Town of Fort Frances.

"Deputy Mayor" – means the Member of Council appointed by way of resolution at the Inaugural Meeting who may act in the mayor's absence and while so acting, such member has and may exercise all rights, powers and authority of the Mayor.

"Emergency" - shall mean a matter which if not dealt with may have serious ramifications, including but not limited, to the inability to address or influence the matter at a later date.

"Local Board"- shall mean a municipal service board, transportation commission, public library board, board of health, police services board, planning board, commission, committee, body or local authority established or exercising any power under any Act, with respect to the affairs or purposes of one or more municipalities joint boards) , excluding a school board and a conservation authority.

"Mayor" - shall mean the Member of Council elected by general vote as the Mayor and is the Head of Council, and who normally presides at all Council Meetings.

"Meeting Schedule" - shall be deemed the Council/Committee Schedule containing the dates of Council and Committee dates, including other reserved dates as established in the Council Procedural By-Law and Committee By-Law.

"Mileage" - shall be deemed a reimbursable kilometer rate in accordance with the Travel Policy.

"Per Diem" - shall be the amounts of remuneration as set by Council.

"Professional Development Event" - shall mean any conference, convention, seminar, training session and workshop.

"Special Meeting" - shall be deemed a Council Meeting as outlined in the Council Procedural By-Law.

"Working Group" - shall be deemed to be a committee/working group established by an advisory or legislated committee and authorized by Council with a clear mandate that has a beginning and ending and reports directly to the standing, advisory or legislated committee.

6. ACCOUNTABILITY FRAMEWORK

The costs associated with remuneration must be included in the annual budget or authorized by a resolution of Council.

The Mayor, Deputy Mayor and Members of Council are accountable to ensure that they follow this policy.

7. APPROVAL AUTHORITY

Council shall be the approval authority for the following:

- Authorizing attendance at additional meetings
- Authorizing the creation of additional committees / advisories committees and or working groups
- Authorizing the appointment or replacement of new members to committees / advisories committees and or working groups

8. REMUNERATION

8.1 The Mayor shall receive remuneration in the form of an annual remuneration of \$29,495.44 for attending the following:

- 8.1.1 Two (2) Regular Council meetings per month, special meetings and any appointed Boards and Committees
- 8.1.2 Working Group Meetings;
- 8.1.3 Community Events; and
- 8.1.4 Meetings with the CAO

8.2 The Deputy Mayor shall receive remuneration in the form of an annual remuneration of \$17,312.10 and as of January 2024 shall receive 70% of the Mayor remuneration for attending the following

- 8.2.1 Two (2) Regular Council meetings per month, special meetings and any appointed Boards and Committees

8.2.2 As determined by the Mayor attend working group meetings / community events or other

8.3 The Councillors shall receive remuneration in the form of an annual remuneration of \$15,389.14 for attending the following

8.3.1 Two (2) Regular Council meetings per month, special meetings and any appointed Boards and Committees

8.4 SALARY REVIEW

8.4.1 The Mayor, Deputy Mayor and Councillors will receive an annual increase on the base salary based on the Management/Non-Union negotiated salary adjustment factor, effective January 2023.

8.4.2 Council shall review Council salaries and the scope of responsibilities during the last year of the Council's term.

8.4.3 Council shall implement changes to salaries for the next term of Council.

8.4 PER DIEMS

8.5.1 Meeting Per Diems for the Mayor, Deputy Mayor and Council Members

Per diem rates shall be prescribed as follows:

- 8.5.1.1 A per diem for over 2 hours, up to 4 hours (half day) is \$80.00;
- 8.5.1.2 A per diem for over 4 hours, up to 8 hours (full day) is \$160.00;
- 8.5.1.3 Per diem rates shall be calculated based on the recorded duration of the meeting.

8.5.2 Per Diems allowance shall apply to:

1. Rainy River District Municipal Association (Annual General Meetings & Executive Mtgs Only)
2. Northern Ontario Municipal Association (NOMA) (Annual meeting, executive meeting and regional fall conference)
3. Others as approved by Council Resolution prior to the event.

8.5.3 Per Diem Expense Forms

All per diem expense claims must be submitted on the prescribed form and signed by Treasurer before processing.

8.6 EXCEPTIONS

8.6.1 Subsection 8.5.1.3 does not apply to Professional Development Events which shall be compensated at a maximum of 8 hours (full day) per day attended.

8.6.2 If attending a Professional Development Event or any other meetings at the time of a Council or Committee of the Whole meeting, the Councillor will be entitled to receive their salary only and may not claim a per diem.

8.7 EXTERNAL MEETINGS

8.7.1 The Mayor, Deputy Mayor and Members of Council shall be entitled to a per diem and mileage for External Meeting(s) as prescribed in the policy under the following circumstances:

- The Mayor, Deputy Mayor or Councillor is conducting Municipal business or representing the Municipality at an external meeting(s); and
- The Mayor, Deputy Mayor or Councillor has been assigned or appointed to attend an external meeting(s) approved by a resolution of Council.
- The Mayor, Deputy Mayor or Councillor attending external meeting will not receive a per diem when a duration is less than 2 hours.
- The Mayor, Deputy Mayor and Members of Council is entitled to receive a meal allowance as outlined in the Travel Policy.

8.8 PROFESSIONAL DEVELOPMENT EVENTS

8.8.1 The Mayor, Deputy Mayor and Members of Council may attend Professional Development Events within the approved annual operating budget for Training. Each Council Member shall be allotted a

sum to be expended annually on Professional Development Events. The allotted sum shall be reviewed on an annual basis.

- 8.8.2 The Mayor, Deputy Mayor and Members of Council shall receive for their attendance at a Professional Development Event a per diem for each day attended as prescribed in Section 8.4 of this policy.
- 8.8.3 The Mayor, Deputy Mayor and Members of Council shall receive a daily meal allowance) for attendance at Professional Development Events as outlined in the Travel Policy.

8.9 BENEFITS

- 8.9.2 The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.
- 8.9.3 In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

8.10 PENSION PLAN

- 8.10.2 The Mayor, Deputy Mayor and Members of Council shall join the municipality's pension plan (OMERS) if they are under the age of 71. Members will be enrolled for their entire term.

8.11 MILEAGE

Travel expenses shall be reimbursed in accordance with the Travel Policy.

8.12 MEETING SCHEDULE

- 8.12.1 The meeting schedule will be in accordance with the Procedural By-Law of Council.
- 8.12.2 Regular Council Meetings are held twice a month except during the month of July, August and December. A rescheduled meeting shall not be considered a "Special" Council Meeting.

8.12.3 Any Council meeting that is not on the part of the schedule outlined in the Procedural By-Law will be deemed to be a “Special Council” Meeting.

8.13 ADMINISTRATION

8.13.1 The Treasurer is assigned the responsibility to oversee remuneration process in accordance with this policy. Remuneration will be processed by Payroll.

8.13.2 The Mayor, Deputy Mayor and Council Members that are appointed to Local Boards, External and/or Other meetings may present a verbal report at the appropriate Regular Council Meeting within the Council reporting section of the agenda as outlined in the Council Procedural By-Law.

9. POLICY REVIEW

9.1 Council shall review the Remuneration Policy at a meeting open to the public at least once during the four-year term corresponding to the term of office of its members.

9.2 Council may by by-law implement changes to this policy as deemed necessary.

10. RESTRICTIONS

10.1 In the event of discrepancy on the interpretation of this policy or its procedures, the final decision shall rest with Council based upon a majority vote.

10.2 Deviation from this policy requires an amendment enacted by by-law.