



Policy #23 – Council Remuneration

Approval Date: October 11, 2018

Policy Statement

The Village will detail an annual level of remuneration for Council. This policy must be reviewed annually at the Organization Meeting.

Related Information

In accordance with Revenue Canada's provisions for Municipal Officials, one-third (1/3) of the total allowances and honoraria paid to municipal officials will be in lieu of expenses. The remaining two-thirds (2/3) is income from elected or appointed office, and is therefore subject to income taxation and considered as earnings.

Councillor Monthly Pay

\$75 Councillor
\$100 Mayor

Per Diem

Schedule:

\$75 0 to 4 hours
\$150 4 to 8 hours
\$150 over 8 hours

The Per Diem will include only time attending a meeting, there will be no compensation for travel time.

The Per Diems are to include, but not limited to:

1. Regularly Scheduled Council Meetings
2. Special Council Meetings
3. Public Hearings which are not part of a Regular Council Meeting
4. Board and Committee Meetings that the Council member or alternate has been appointed to, that do not pay an honorarium, per diem, or fee
5. Official functions where the member is representing the Village
6. Educational course, Conference, Seminar, Workshop, etc

Members of Council should not claim a per diem if they choose to attend a meeting on their own where that Board or Committee was assigned to another Council Member and they are not attending as the alternate.

Travel Expenses

Travel related expenses will be reimbursed in accordance with the provisions of the current Travel and Expense Policy.

Payroll Procedure

The CAO will email remuneration forms to the councillors at month end to be filled out and returned to the office (either email or drop off). Once all the remuneration forms are received, the CAO will email them to the Mayor for approval. The Mayor will recommend changes or approve them by emailing the CAO with authorization to pay remuneration. The CAO can then process the councillors pay by EFT as is done for Village staff.