




Town of Onoway

Council Policy

Number	Title		
C-COU-REM-1 <u>1.2, 3.1, 3.6</u>	Councillor, Committee and Board Member Remuneration Policy		
Approval	Originally Approved	Last Revised	
	Resolution No:	077/23	Resolution No:
	Date:	March 9, 2023	Date:
		Resolution No:	
		Date:	
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		Date:	

Purpose

To clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

Policy Statement

Council, board and committee members shall be provided with remuneration for their time and for reasonable, legitimate, and necessary expenses incurred in the performance or their duties.

Definitions

For the purposes of this policy:

- a) "Council" means the duly elected Council of the Town of Onoway.
- b) "Town" means the Town of Onoway.
- c) "Chief Administrative Office" means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer's designate.
- d) "Canada Revenue Agency/CRA" means the revenue service of the federal government. CRA collects taxes, administers tax law and policy, and delivers benefit programs and tax credits.

1. Standards

- a) Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Town of Onoway.
- b) Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
- c) Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates, and any other considerations deemed appropriate in a manner agreed upon by Council.
- d) Cost of living adjustment will be reviewed by council on an annual basis and may or may not be applied to council base pay and/or meeting rates at the discretion of Council.
- e) Remuneration shall be paid in accordance with the amounts and rates shown in Schedule "A".
- f) Communications – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
- g) Schedule "A" shall be reviewed annually.
- h) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted quarterly on the Town website.
- i) At a minimum, each named elected official's honorarium, per diem, and expenses shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
- j) The Town shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the Town website.

2. Legal References

N/A

3. Cross References

N/A

Revisions:

Resolution Number	MM/DD/YY



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Schedule "A"

1. Honorariums

- a) Regular Council Meetings – Mayor & Councillors \$175.00 per meeting

2. Meeting Rates – Committees, Boards, Training and Conventions

- a) Meeting rates for Council-appointed board and committee members, training and conventions shall be set as follows
- o \$100 for meetings less than 4 hours;
 - o \$175 for meetings exceeding 4 hours and less than 6 hours;
 - o \$250 for meetings exceeding 6 hours in a day.
- b) Description or name of the meeting attended must be provided in the Meeting Expense Claim Form submitted to Finance.
- c) Travel time will be included.

3. Communications Expense

The mayor and council shall receive the following as allowance for personal cell phone use and personal internet costs incurred in exercising his/her duties as an elected official, as well as personal time required for the preparation for all of their meetings.

Mayor	\$400 per month
Councillor	\$250 per month

Council and select employees are provided with an iPad for Town business. The Town will pay up to \$20/month towards data usage. Any cost incurred over and above this \$20 will be reimbursed to the Town by the individual using the iPad, unless otherwise authorized by the Chief Administrative Officer.

4. Donations

Annually, in November, Council may consider the donation of \$100 per Council member to a local charity of choice.