

Title: Council and Board Remuneration

Policy No: 1008

Effective Date: February 8, 2022

Motion Number: 22.02.69

Supersedes Policy No: NONE

Review Date: February 8, 2025



Purpose: The purpose of this policy is to establish fair rates of compensation for Council Member and Board and Committee members.

1. DEFINITIONS

- 1.1. **Meeting Per Diem** means the rate-of-pay for each meeting attended on behalf of Greenview as appointed by Council. Unless otherwise approved by Council, this refers to Council appointed Boards and Committees.
- 1.2. **Monthly Honorarium** means the monthly flat-rate of pay to account for the time each member of Council spends representing Greenview and conducting the day-to-day business of a Council Member, including meetings with ratepayers, phone calls, ward-specific community meetings, social events, etc.
- 1.3. **Special Event** means any special event or meeting to which Greenview is sent an invitation for the Reeve, or other designate appointed by Council, to attend as a representative of Greenview Council or the Municipality.

2. PROCEDURE

- 2.1. Starting November 1, 2021, Council members, other than the Reeve, will be paid a monthly flat-rate honorarium of \$2,340.00 per month; the Reeve will be paid \$3,681.00 per month
- 2.2. The monthly honorarium is compensation for the time a Council Member spends representing Greenview and conducting the day-to-day business of a Councillor, including meetings with ratepayers and appearances at community events.
- 2.3. Starting with the first meeting of the new Council in 2021, Council members and Greenview appointed at-large Board and Committee members will be paid for all meetings and travel in a day, using the meeting per diem rates as follows:
 - A. \$257.00 for meetings (and travel) in a day of 0-4 hours;
 - B. \$302.00 for meetings (and travel) in a day of 4-8 hours;
 - C. \$438.00 for meetings (and travel) in a day of 8-12 hours.
 - D. \$500.00 for meetings (and travel) in a day over 12 hours.

- 2.4. A meeting per diem is compensation for attendance at Council appointed Boards and Committees.
- 2.5. Councillors and the Reeve may also receive meeting per diem compensation for attendance at Special Events. Special Events are those that Greenview receives an invitation for the Reeve to attend on behalf of Greenview, or that Council has appointed a member to attend as a designate. Special events also constitute an event requesting or requiring the attendance of all members of Council.
- 2.6. Notwithstanding provisions 3, for conference attendance, conference attendees will be paid a per diem rate of \$438.00.
- 2.7. Annually, established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the salary grid of Greenview. All rates under this policy will be rounded to the closest dollar for ease of processing.
- 2.8. Council members and appointed Board and Committee members will be paid for attending a meeting through electronic means (teleconference, Skype and such similar methods), so long as the meeting exceeds fifteen (15) minutes.
- 2.9. In accordance with Section 154(2) of the Municipal Government Act, the Reeve, by nature of the position, is a member of all council committees and all bodies to which council has the right to appoint members. The Reeve may choose to attend any committee or board meeting, and will be eligible to receive the meeting per diem compensation for this attendance as outlined in this policy.
- 2.10. Should a Councillor receive an invitation to attend a meeting on behalf of Greenview and there is not time for Council to make a motion to approve attendance at the meeting or function, approval may be granted retroactively at the next Council meeting after the event in order to receive compensation for attendance.
- 2.11. All honoraria paid under this policy is subject to the taxation requirements of the Canada Revenue Agency.
- 2.12. Greenview will compensate Council Members for mileage to all events attended as a Councillor.
- 2.13. All per diem claims are to be submitted every two weeks and will correspond with the payroll cycle determined by the payroll and benefits department of Greenview.
- 2.14. Expense claims for Board and Committee members will be reviewed by the most senior Greenview employee directly involved in the Board and Committee in question.
- 2.15. All Council Member expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in his or her absence, the Deputy Reeve) for review and approval. The Reeve will submit his or her expense claim to the Deputy Reeve for review and approval. If the Reeve is absent then the Deputy Reeve will submit his or her expense claim to another member of Council for review and approval.

2.16. Greenview will engage an external party to conduct a compensation review for Council and Board remuneration to be complete and approved by Council prior to each Municipal Election.