

<b>VULCAN COUNTY POLICY NO. 12-1006</b>	<b>COUNCIL REMUNERATION</b>
Effective: January 15, 2020	Last Reviewed: February 1, 2023
Cross Reference: CC 2020-01-15-11 CC 2021-08-18-17&18 CC 2022-11-23-08 CC 2023-02-01-11	Page <b>1</b> of <b>3</b>
Review Date: Annual	



## Council Remuneration

### 1. PURPOSE

To provide remuneration to elected officials that reflects the demands of Council and Council's value to the County; and to adequately reimburse elected officials for their time spent engaged in official duty for Vulcan County. The long term interests of Vulcan County are best served by dedicated, committed and representative elected officials, who on behalf of the citizens provide good governance. To attract such individuals, remuneration should be responsible, fair and equitable.

### 2. POLICY PRINCIPLES

- 2.1. Establishment of a base pay for councillors and Reeve;
- 2.2. Standardize what constitutes base pay and per diem pay;
- 2.3. Compensation for travel expenses;
- 2.4. Oversight and accountability;
- 2.5. Review of the policy.

### 3. RESPONSIBILITIES

- 3.1. **Reeve** shall review and approve all councillor remuneration claims for accountability;
- 3.2. **Deputy Reeve** shall review and approve all Reeve remuneration claims for accountability;
- 3.3. **Chief Administrative Officer** shall review and sign off on all elected official remuneration claims before submission to Accounting;
- 3.4. **Councillors** shall ensure remuneration claims are submitted for approval within reasonable time after month end.

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#### 4. REMUNERATION

##### 4.1. **Base Pay**

Each councillor will receive a base pay, as per the table below, for conducting duties such as meeting preparation, incidental time, conversations with ratepayers, and working on behalf of ratepayers.

<b>Position</b>	<b>Monthly Base Pay</b>	<b>Annual Base Pay</b>
Reeve	\$1,292.79	\$15,513.50
Councillors	\$734.19	\$8,810.29

##### 4.2. **Per Diem Pay**

Each councillor will receive a per diem, as per below, for attendance at County meetings (including Council, Municipal Planning Commission, Governance Priorities Committee, Agricultural Service Boards); for approved conventions/conferences/meetings; for attendance at other meetings for carrying out Council business; and for attendance at the County Office for the purpose of signing documents or meeting with Administration. Travel time is to be included; the per diem will compensate for the actual time away from home, business or other activities.

**Half-day rate of \$163.50** is paid for meetings up to four (4) hours

**Full-day rate of \$327.00** is paid for meetings between four (4) hours and eight (8) hours

Meetings over eight (8) hours will be paid an additional rate of \$163.50. This rate shall not be paid for attendance at conferences, conventions or seminars.

##### 4.3. **Travel Expenses**

Airfare, Taxi Services, Parking Fees

Incurred Cost

Hotels

Incurred Cost

Mileage per kilometer rate

Canada Revenue Agency recommended rates

*(Councillors are encouraged to travel together whenever possible).*

Meal Allowance

While travelling on County business, meals may be claimed at the amount shown on receipts submitted.

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**5. REPORTING**

All monthly councillor remuneration claims are to be reported with the financial reports on a quarterly basis, at least, at a Governance Priorities Committee Meeting or Council Meeting.

**6. COST OF LIVING ADJUSTMENTS (COLA)**

Council Remuneration, including base pay and per diem, will increase annually based on the Cost of Living Adjustment (COLA) provided to staff.

**7. REMUNERATION REVIEW**

Council remuneration shall be reviewed, based on benchmark comparators, within six (6) months prior to a municipal general election, with findings being presented to Council for consideration. Council remuneration shall be reviewed by an external consultant at least every four (4) years; however, Council may also have County Administration provide additional reviews based the methodologies and benchmark comparators used within the most recent external Council remuneration review. If there was a COLA adjustment for Council remuneration, the updated rate is to be changed in this policy.

**8. DEDUCTIONS AND BENEFITS**

**8.1. Deductions**

Remuneration for base pay and per diem will be subject to applicable source deductions as prescribed by federal and/or provincial law that may include but are not limited to:

- Canada Pension Plan
- Employment Insurance
- Income Tax

**8.2. Benefits**

Vulcan County will pay the following benefits for councillors. Premiums are 100% paid by Vulcan County:

- a) Extended Health Care
- b) Dental
- c) Life and Accidental Death & Dismemberment
- d) Other: Employee Assistance Program

Programs funded by Vulcan County:

- a) Wellness Account \$300 (as per Wellness Account Policy 12-3135)