
POLICY NO. 8

ANNUAL REMUNERATION, BENEFITS AND EXPENSES FOR COUNCILLORS, STAFF AND OTHERS

1. COUNCILLORS ANNUAL REMUNERATION

- The annual remuneration to be paid to the Warden shall be \$22,258.00 effective April 1, 2014.
- The annual remuneration to be paid to the Deputy Warden shall be \$19,001.00, effective April 1, 2014.
- The annual remuneration to be paid to Councillors shall be \$17,372.00, effective April 1, 2014.

Subsequent to 2014, Council shall annually provide councillors with a cost of living adjustment based on the National Consumer Price Index, based on statistics as of February 28th of each year for any cost of living increase up to 2.5%. Any cost of living adjustment over 2.5% will be referred to Council for consideration. The cost of living adjustment shall be effective April 1st of each year.

PENSION PLAN

Councillors shall be given the opportunity to join the Municipal Pension Plan after 6 months of continuous service with the Municipality. Council has the authority to waive the 6 months waiting period, if they so wish. If waived, a letter of waiver must accompany Pension Plan Enrolment Form.

The minimum councillor contribution shall be 2% of earnings. The Municipality will match all contributions up to 5% of the councillor's earnings.

A councillor may make voluntary contributions to the plan up to a maximum amount allowed under the provision of the Income Tax Act.

The Municipality's contributions shall vest in the councillor following the completion of two (2) years of membership in the plan.

A councillor shall be considered to have withdrawn from the plan on the date the councillor is no longer in service with the Municipality.

For death benefits, benefit payments and any other matters, reference should be made to the actual pension plan documents.

For employee pension plan see Article 17 of the Personnel Policy.

2. ALLOWANCE FOR EXPENSES

That part of the salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officials of the Municipality shall be one-third (1/3) of the total salary or remuneration.

3. DEDUCTIONS

The deduction to be made from the remuneration of such persons for missing more than three (3) Council Meetings, or for missing more than three (3) Committee Meetings in a year shall be \$100.00 per meeting. No deduction shall be made for meetings missed due to the following causes:

1. Employment obligations
2. Illness
3. Vacation
4. Other conflicting municipal business
5. Death or illness in the immediate family

4. TRAVEL ALLOWANCE

The rate per kilometer as a travel allowance for such persons for actual distance traveled once each day to go to and return from, every daily session of a meeting of the Council or of a Committee shall be consistent with the Nova Scotia Provincial Mileage Rate.

5. REMUNERATION TO COUNCILLORS FROM OTHER GROUPS

Where a Council Member is nominated or appointed by the Council to a Board, Commission or other position, or is otherwise appointed as a representative of the Municipality, any remuneration from that position, to which that Council Member is entitled, shall be paid to the Council Member.

6. REMUNERATION OF EMPLOYEES AND OTHERS ON COMMITTEES

The remuneration to be paid to non-council members of the public who are appointed to Municipal Committees shall be \$75.00 per meeting attended, plus expenses.

Employees required to attend meetings of Council shall be paid \$100.00 or Committees shall be paid \$75.00 for each meeting attended, pursuant to Section 11.05 of the Municipal Personnel Policy.

7. METHOD OF PAYMENT

Annual stipends are to be paid to Council Members in equal installments at the same time as the regular bi-weekly employee payroll.

Expenses of Council Members and stipends and expenses of others are to be paid by expense voucher with the regular monthly payment of expenses.

Employees shall be paid for attendance at meetings of Municipal Council or Committees, together with their regular bi-weekly pay.

8. CANCELED MEETINGS

Members who are present to attend a meeting which is forced to be canceled because there is no quorum, shall be entitled to payment for travel and expenses.

9. MEMBERS APPOINTED BY COUNCIL

Members appointed by Council to other Boards, Committees, Commissions or to attend seminars, conferences, etc., shall be entitled to travel expenses, where the expenses are not paid by said Board, Commission, etc. The members shall be responsible for submitting their claim for travel expenses since there will be no minutes to substantiate attendance.

10. COUNCIL MEMBERS AND STAFF ATTENDING OUTSIDE CONFERENCES, ETC.

Council Members and Staff attending conferences, seminars and other approved meetings outside of the Municipality are entitled to payment for travel at the prescribed rate, registration fees, parking and accommodations. Meals and tips shall be reimbursed at the rate of \$60.00 per day. Receipts shall be required for all expenses, including meals. The cost of registration and additional room costs for a spouse shall only be approved for attendance at the Annual Conference of the Union of Nova Scotia Municipalities. Expenses of a spouse at any other Conferences, meetings, etc., shall be the responsibility of the Councillor or staff members. Time spent by staff traveling to Conferences or seminars outside their regular work hours shall be compensated as outlined in Article 11 of the Personnel Policy.

11. ATTENDANCE AT UNSM MEETINGS AND WORKSHOPS

Members of Council attending 1 day meetings and workshops offered by the Union of Nova Scotia Municipalities will be reimbursed for expenses. Overnight accommodations will be provided if required due to the distance of the meeting location from the Municipality or due to weather conditions. Reimbursements will cover mileage, parking, meals and accommodations, if necessary. Receipts must be provided as indicated in Section 10 above. Advance approval of Council is not required as long as expenditure can be covered by current budgeted amount. Attendees must give a verbal or written report to Council at the Council Meeting following the meeting or workshop.

12. ADVANCE OF EXPENSES

Upon request, advances will be issued to be applied towards expenses associated with Conferences, seminars, etc. Purchase orders will be issued to cover accommodations which will include room, meals and parking only. All personal charges at hotels are to be settled at the hotel prior to departure. Advances received will not be deducted from regular payroll. Councillors will be billed directly for amounts which they owe the Municipality.

13. EXPENSE ACCOUNT

An Expense Account in the amount of \$500.00 shall be available for use by the Warden. Expenditures from this account shall not require prior written approval, but receipts will be required for payment.

Approved by Council February 24, 1999

Revised May 5, 1999

Revised June 23, 1999

Revised September 11, 2002

Revised August 13, 2003

Revised April 14, 2004

Revised June 13, 2005

Revised July 25, 2005

Revised May 8, 2006

Revised January 14, 2008

Revised March 10, 2008

Revised February 25, 2013

Revised May 26, 2014

Revised August 21, 2014