

THE MUNICIPALITY OF SOUTH BRUCE

BY-LAW #2008-70

BEING A BY-LAW TO PROVIDE FOR THE REMUNERATION AND EXPENSES FOR MEMBERS OF COUNCIL AND ITS LOCAL BOARDS AND COMMITTEES AND EMPLOYEES OF THE MUNICIPALITY OF SOUTH BRUCE.

WHEREAS authority is granted under Municipal Act 2001 c. 25, s.283, to the Council of a municipality to fix by by-law the remuneration of such members of Council, local boards and of the officers and employees of the municipality as may be necessary for the purpose of the municipality;

AND WHEREAS the Council of the Municipality of South Bruce deems it necessary and desirable to enact a By-law to establish the rate of remuneration for the members of Council, local boards or other appointed positions and allowable expenditures for employees, members of Council, local boards and other appointed positions.

NOW THEREFORE the Council of the Municipality of South Bruce enacts as follows:

Remuneration

1. Council members shall receive remuneration for their services as members of Council in accordance with the provisions of Schedule "A" attached hereto and forming part of this By-law.
2. Persons appointed by the Council, as members of a local board or other body shall receive remuneration for their services in accordance with the provisions of Schedule "B" attached hereto and forming part of this By-law.

Expenses

3. The Treasurer shall, in accordance with the provisions of Schedule "C" attached hereto and forming part of the By-law, make payments to:
 - a. An employee of the municipality, member of Council, local board or other appointed position, in respect of expenses incurred by such person that comes within the appropriate description of expenses contained herein.

Administration

4. The remuneration provided for in Schedule "A", Schedule "B", and Schedule "C", of this by-law shall be paid by the Treasurer of the Municipality and the Treasurer shall pay the said remuneration in bi-weekly instalments in respect of the services rendered on behalf of the municipality, as submitted.
5. Notwithstanding Section 4, where a person entitled to receive remuneration under the provisions of this bylaw fails to submit any information of documentation required to be submitted in support of a claim for remuneration or expenses, the Treasurer may pay such portion of the regular bi-weekly instalments as may be authorized, without supporting documentation, and the remainder shall be paid forthwith after such necessary documentation is submitted.

MUNICIPALITY OF SOUTH BRUCE
BY-LAW #2008-70 – SCHEDULE “A”
REMUNERATION OF COUNCIL MEMBERS

1. **Honorariums:**

MAYOR	\$ 16,150
DEPUTY MAYOR	10,800
COUNCILLORS	10,800

 - a) Honorariums are deemed to cover the attendance at Regular and Special Council Meetings, (up to three per month), as well as attendance at Regular Board or Committee Meetings.
 - b) Honorarium Remuneration shall be paid in bi-weekly installments.

2. **Per Diems:**

Full day – more than 4 hours	\$ 153.00
Half day or Evening – less than 4 hours	\$ 82.00
Hourly Rate	\$ 15.30

 - a) In addition to their Honorarium, Members of Council are eligible for Per Diem compensation for attendance at conferences, seminars, workshops, special ad-hoc committees and meetings (to which they have been formally appointed as a representative of the Municipality).
 - b) Travel time will be included in per diem calculations.

3. **Conferences and Seminars:**
 - a) Council Members will be allowed to attend ONE Conference per year. Any additional conference must receive Council approval.
 - b) Receipts must be provided for reimbursement of expenses: The following will be paid:
 - a. Per diem for Council Member while attending:
 - b. Registration for Member of Council & Spouse will be paid:
 - c. Accommodation will be paid:
 - d. Parking will be paid
 - e. Mileage at the approved kilometric rate
 - f. Meals for Members of Council and their spouses when not included in the conference or seminar registration, according to the approved Meal allowance in Schedule C of this bylaw.

- 4 **Technology Reimbursement:** \$250 per year
 - a) In order to accommodate the communication of reports, agendas, etc, Council members will be provided with an extra \$250 per year for the use of their private internet.
 - b) Payment will be made in the last pay in June.

- 5 **Municipal Accident Insurance:**
 - a) Council Members will be covered under the Municipal Insurance Plan according to the accepted coverage by the Municipal Council. The Municipal Insurance covers such other items as Conflict of Interest, and Legal Expenses. This coverage is spelled out in the Insurance package.

MUNICIPALITY OF SOUTH BRUCE
BY-LAW #2008-70 – SCHEDULE “B”
**REMUNERATION OF LOCAL BOARDS, OTHER APPOINTED OFFICERS &
EMPLOYEES, AND OTHER PERSONS**

1. **Valuers of Livestock:** means any individual(s) appointed by the Council of the Municipality of South Bruce pursuant to the Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990, Chapter L.24, Section.4.1
 - a. Valuers of Livestock shall be entitled to receive
 - i. per diem of \$42.00 per call plus
 - ii. mileage at the approved kilometric rate.
2. **Fence Viewers:** means any individual(s) appointed by the Council of the Municipality of South Bruce pursuant to the Line Fences Act, R.S.O. 1990, Chapter L.17, Section 2
 - a. Fence Viewers shall be entitled to receive
 - i. per diem of \$42.00 per call plus
 - ii. mileage at the approved kilometric rate.
3. **Poundkeepers/Dog Catchers:** means any individual(s) appointed by the Council of the Municipality of South Bruce as a Poundkeepers, pursuant to the Pound Act, R.S.O. 1990, Chapter P.17, Section 5(1) or as a Municipal Dog Catcher
 - a. Poundkeepers and Dog Catchers shall be entitled to receive
 - i. per diem of \$42.00 per call,
 - ii. mileage at the approved kilometric rate,
 - iii. poundkeeping fees at \$10.00 per day, and
 - iv. disposal fees of \$40.00 per animal.
4. **Committees/Boards Appointed by Council:**
 - a. Members of Committees, Boards and other entities appointed by the Council of the Municipality of South Bruce are not financially compensated by the Municipality for their services, unless otherwise approved by Council.
 - b. Certain Inter-Municipal Local Boards, such as Saugeen Valley Conservation Authority, BASWRAI and the Grey Bruce Huron Disability Transit Association will provide compensation to members through their own funds.
 - c. Per Diems, Mileage and meals, not exceeding the maximums approved for members of Council, under this by-law, may be paid to a member of a committee or local board appointed by Council, while conducting municipal business outside the boundaries of the Municipality of South Bruce, AND approved by the local board and/or committee AND has been approved by Council in the annual budget allowance for the said committee/board or by special resolution of Council.

MUNICIPALITY OF SOUTH BRUCE
BY-LAW #2008-70 – SCHEDULE “C”
**EXPENSES OF MEMBERS OF COUNCIL, LOCAL BOARDS & COMMITTEES,
OTHER APPOINTED POSITIONS AND MUNICIPAL EMPLOYEES**

1. **Mileage:**
 - a. **Kilometric Rate:** Approved mileage shall be paid out at the kilometric rate as established by the County of Bruce from time to time
 - b. **Outside Municipal Boundaries:** Mileage shall be paid to municipal employees and members of Council for travel in a personal vehicle, outside the boundaries of the Municipality of South Bruce, required for the conduct of municipal business.
 - c. **Within Municipal Boundaries:** Mileage shall only be paid for travel within the boundaries of the Municipality of South Bruce in the following situations:
 - i. Members of Council will be paid mileage to/from their residence to two regularly scheduled Council meetings per month
 - ii. Mileage approved in accordance with the Building Inspector’s hiring agreement.
 - iii. Mileage for travel by a Livestock Evaluator, Fence Viewer, Dog Catcher or Pound Keeper while providing service to the municipality.
 - iv. An annual mileage allowance in the amount of \$750 shall be paid to the Recreation Program & Facilities Supervisor to compensate for extra travel within municipal boundaries.
 - v. An annual mileage allowance in the amount of \$250 shall be paid to the Customer Service Clerk to compensate for extra travel within municipal boundaries.
 - vi. An annual mileage allowance in the amount of \$250 shall be paid to the Inspection & Public Works Admin Assistant to compensate for extra travel within municipal boundaries.
 - vii. Other Mileage within municipal boundaries as approved by Council resolution.
2. **Travel by Other Means:** Travel by air, rail, bus or leased automobile may be arranged if more economical than the kilometric rate for use of personal vehicle.
3. **Conferences, Conventions & Seminars**
 - a. **Attendance** at conferences, conventions or seminars shall be preauthorized by Council, either during the annual budget process or as required when not included in the annual budget.
 - b. **Expenses** incurred in conjunction with a conference, convention and/or seminar shall be paid upon submission of a duly, authorized invoice for the following:
 - i. Hotel/motel accommodation
 - ii. Parking
 - iii. Registration
 - iv. Mileage – at the approved kilometric rate
 - v. Meals – not included with registration, subject to the approved maximum allowances
 - vi. Incidental costs – actual costs other than the above as approved by the Administrator
 - vii. Banquet tickets or event based activities at a conference.
 - viii. Prior approval from Council is required for expenses incurred by a spouse accompanying the member or employee, to attend an approved event.
4. **Advances** - The Treasurer shall have the authority to furnish advances to meet estimated expenses for those authorize to attend conferences, conventions and seminars.

5. **Expense Statements** - A statement for expenses shall be submitted to the Treasurer, together with receipts for actual cost items, for reimbursement of costs incurred.
6. **Luncheon & Dinner Meetings:**
 - a. The Mayor, Deputy Mayor, Administrator, of the Municipality shall have the discretion to invite or approve the invitation of visitors for lunch or dinner in connection with Municipal business and such expenses shall be borne by the Municipality.
 - b. The Municipality will be responsible for the cost of providing lunch for training, seminars and meetings when such activities are provided by the Municipality over the lunch and/or dinner hours, and approved by the Administrator.
7. **Annual Safety boot/shoe allowance** - \$150.00 as required for permanent outside workers and approved by Department Heads.
8. **Meals:** Members of Council and Committees and other employees are entitled to receive reimbursement for expenses incurred for meals while conducting municipal business outside municipal boundaries, subject to a maximum of \$65.00 per day. Receipts are required for reimbursement.