

TOWNSHIP OF SOUTHGATE

Policy # 21

Council Member Compensation, Expenses, Meeting Claims Guidance and Approval Policy

Council Approval: October 5, 2022



Council Member Compensation, Expenses and Meeting Claims, Guidance and Approval Policy

1. Purpose

The objective of this policy is to provide clear direction, expectations and guidelines to Council and Southgate staff regarding the remuneration process for members of Council.

The Township of Southgate is committed to providing clear expectations and guidance for existing and potential members of Council with respect to compensation of members of Council, as well as the support and services provided to them as members of Council as they carry out the duties of their elected position. This policy document is meant to set clear expectations to avoid conflicts between members of Council and administrative staff.

2. Policy

This policy will come into effect with approval by resolution by the Council of the Township of Southgate. Staff and members of Council will follow this administrative policy for Council remuneration.

3. Definitions

3.1. Meetings

- 3.1.1. **Council:** Defined as regular, special or emergency meeting of Council where all members of Council are invited to attend and quorum is required for decisions to be made to advance the business of the Township including budget meetings.
- 3.1.2. **Committee of the Whole (CoW):** Defined as a Committee meeting where all members of Council are invited to attend and quorum is required for decisions to be made to advance the business of the Township.
- 3.1.3. **Committee/Board:** Defined as a meeting where one or more members of Council are appointed to represent Council and as outlined in the Terms of Reference for that Committee/Board.

3.2. Events

- 3.2.1. **Community Events:** Includes social and community events, etc. where Council is invited as a whole (Parades, Bazaars, Frolics, Fall Fairs, etc.).
- 3.2.2. **Special Events:** Includes social and community events, open houses, receptions, etc. where the Mayor and/or their designates and/or member of Council is invited to attend.

3.3. Other

- 3.3.1. **Other Business:** Defined as attendance by one or more members of Council to attend to matters relating to municipal governance (tender openings, meeting with staff, etc.).

3.4. Per Diem

- 3.4.1. **Per Diem:** Defined as a fixed payment to members of Council for their Meetings, Conferences and specified events. A Per Diem starts/ends when a

TOWNSHIP OF SOUTHGATE

Policy # 21

Council Member Compensation, Expenses, Meeting Claims Guidance and Approval Policy

Council Approval: October 5, 2022



Meeting starts/ends. Travel time is not included if mileage is paid.

3.5. Stipend: Defined as annual amount paid to members of Council on a monthly basis to cover time spent carrying out duties of their office.

3.6. Township: Defined as the Township of Southgate.

4. Remuneration

4.1. Provisions for Support:

4.1.1. The **Mayor** is provided with the following:

- A municipality owned laptop or tablet connected to the internet provided by the County of Grey or the Township of Southgate.
- A Cellular smart phone device provided by the County of Grey or the Township of Southgate.
- An email account with a Township of Southgate email address.

4.1.2. The **Deputy Mayor** is provided with the following:

- A municipality owned laptop or tablet connected to the internet provided by the County of Grey or the Township of Southgate.
- A cellular smart phone device provided by the County of Grey or the Township of Southgate.
- An email account with a Township of Southgate email address.
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4.1.3. **Councillor** are provided with the following:

- A municipality owned laptop or tablet connected to the internet provided by the Township of Southgate.
- A cellular smart phone device provided by the Township of Southgate.
- An email account with a Township of Southgate email address.

All members of Council are subject to the Township of Southgate's Information Technology Systems policies and best practices related to cyber security when using municipal computers, technologies and telecommunications equipment or facilities.

4.2. Council Member Stipends

4.2.1. Each member of Council receives a stipend as part of their compensation. The amount is determined annually and paid monthly. The Council member stipend is intended to cover the time they spend carrying out the duties of their office to:

- Attend public community events within the Township of Southgate;
- Attend municipal public information meetings intended for the public to receive information;
- Participation at municipal events where Council member attendance is optional;
- Time dealing with constituent concerns, inquiries and issues;
- Council and Committee meeting reading of agenda materials and preparation time;

TOWNSHIP OF SOUTHGATE

Policy # 21

Council Member Compensation, Expenses, Meeting Claims Guidance and Approval Policy

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- Complete research on Council issues including meeting with staff as part of the research; and
- Other general duties associated with the role of Council member outside of meetings.

4.2.2. Stipend amounts are set in the Council Pay Grid and updated each year with the Council approved COLA (Cost of Living Allowance) amount.

4.3. Per Diem Meeting Rates

4.3.1. Half Day per diem rate applies to meetings/attendance less than 4 (four) hours in length, with the exception of Council Meetings or Committee of Whole meetings. Travel time is not included if mileage is being paid.

4.3.2. Full Day per diem rate applies to meetings/attendance four or more hours in length and for Council Meetings and Committee of the Whole meetings regardless of duration.

4.3.3. When two or more Meetings occur on the same date and they are not separated in time by more than two (2) hours then the full day Per Diem rate shall be paid.

4.3.4. Per Diem rates apply to the following:

- Council Meetings as defined above.
- Attendance at a Committee or Board meeting as defined above.
- Attendance at information meetings hosted by the County or neighbouring municipal partners, provincial public consultation meetings and community organizations where it is evident that the meeting is intended for information sharing, education and providing communications of benefit to the Township.
- Attendance at external meetings representing the Township on external Boards and Committees where the Council member has been appointed by by-law or resolution and has not been compensated by that organization. If travel is outside of Grey County and exceeds one (1) hour in duration, it is included to determine whether the per diem is a half day or full day rate. Mileage will be paid for these occurrences.
- Attendance at approved conferences, training, seminars and personal development events.

4.4. Hourly Rate of Pay

4.4.1. The hourly rate of pay shall apply to the following:

- Attendance of a Member to meetings that are scheduled by or requested by staff.
- Attendance of a Member on a staff committee (example Job Evaluation Committee, hiring committee, etc.).

4.5. Events

4.5.1. Community Events

4.5.1.1. Members of Council will be compensated for mileage to and from the event, while time is compensated as part of the annual stipend.

TOWNSHIP OF SOUTHGATE

Policy # 21

Council Member Compensation, Expenses, Meeting Claims Guidance and Approval Policy

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4.5.2. Special Events

4.5.2.1. When the Township is requested to attend public or community events where there is a direct invitation to the Mayor or a designate to attend and bring greetings representing the Township of Southgate, one member should attend representing the Township.

4.5.2.2. Members of Council will be compensated at the Hourly Rate for their attendance, not including travel time, plus mileage.

4.5.3. Other

4.5.3.1. Where members attend private family events or decide to attend events or meetings inside or outside the Township on their decision, travel expenses will not be compensated.

4.6. Conferences, Seminars & Training

4.6.1. Members of Council will follow Policy #2: "Conference, Education & Training Policy for Council, Staff & Volunteer Firefighters" for approval and reimbursement.

4.6.2. Members of Council will receive Per Diem amounts as defined above for their attendance.

4.6.3. Per Diem rates will only apply to the days attending the conference and not travel days.

4.7. Remuneration Amounts

4.7.1. Remuneration amounts including stipends, per diems and hourly rates will be in accordance with the Council Pay Grid.

4.7.2. The Council Pay Grid will be updated each year with the Council approved COLA (Cost of Living Allowance) amount.

4.8. Benefits

4.9. Members of Council shall be provided employer paid benefits that are required by legislation such as Employer Health Tax.

4.10. The Township will include members of Council in their Employee and Family Assistance Program (EFAP) when it is used for staff.

4.11. The Township will follow OMERS guidelines in regards to the qualification of Council Members as NFT (Non-full Time) or OTCFT (Other than Continuous Full Time) classifications.

5. Claiming Expenses & Reporting

5.1. Council Member Expense Claim Reports

- Council members shall only list the eligible meeting compensation and/or expenses being claimed for financial reimbursement on the Council Member Expense Statement.
- Council member expense claim reports are due no later than the 5th day of the following

TOWNSHIP OF SOUTHGATE

Policy # 21

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month for administrative processing.

- The Clerk's department will be reviewing the statements for accuracy and compliance, and not approving Council compensation statements. If necessary, errors will be drawn to the Council members attention for policy compliance correction, and/or forwarded to the CAO for a review opinion, and/or for approval by the Mayor or to a Council meeting for discussion and policy resolution.
- These expenses and meeting compensation claims will be paid out on the second payroll run of the following month.

5.2. Disclosure of Compensation Expenses:

- Prior to March 31st of each calendar year, the Treasurer must provide to Council a statement of all remuneration and expenses paid to each member of Council and members of appointed boards and committees for approval on a public Council agenda. The report is a statutory report required by the Municipal Act, 2001, S.O.2001, c. 25 as amended (the "Act") and as a public record.
- Any By-law of the Corporation, compensation of members of council, and expenses supporting documentation (subject to MIFIPPA), is a public record.
- The Township of Southgate's Clerk will on a monthly basis post the Council expense claims on the Township's website under the title of "Open Government" section.
- The Council member's monthly expense claim forms will also be retained on the Township's website for the entire term of Council.

6. Review of this Policy

- This policy may be reviewed at the discretion of Council.
- It is recommended it be reviewed at least once in a Council term and at least 180 days prior to the municipal election.

7. Policy Updates

Administrative updates or changes of any kind to this policy by the staff shall be approved by Council resolution and be placed into force and effect immediately.

Reference Policies

- Policy #2 – Conference, Education and Training for Council and Staff
- Policy #22 – Vehicle Safety and Use Policy
- Policy #37 - Expense Claims Policy

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Schedule A



Southgate Council Pay Grid

As of November 15, 2022

Job Title	Stipend	Half Day	Full Day	Hourly Rate
Mayor	\$ 20,603.35	\$ 120.00	\$ 200.00	\$ 35.00
Deputy Mayor	\$ 16,258.32			
Council Member	\$ 14,807.25			