

TOWN OF TROCHU – POLICY

Payment of Councillor Fees Policy

POLICY No. – 2018-06-15-03

POLICY NAME: Councillor Fees Policy

I. HISTORY:

- 1) The Mayor and Council of the Town of Trochu have traditionally been paid fees which may include fees for Council and committee meetings, honorariums, mileage, and subsistence fees.

II. PURPOSE:

- 1) The Council of the Town of Trochu desires a policy to outline eligible Council fees and to facilitate expedient payment of these fees.
- 2) That Policy No. 2010-25-10-01 is now rescinded
- 3) That Policy No. 2012-08-13-01 is now rescinded
- 4) That Schedule "A" form hereto attached forms a part of this policy and establishes the rates and fees for this Policy.

III. TERM of this POLICY:

- 1) July 1, 2018 to December 31, 2021. This policy can be revisited at any time and shall be revisited at the Organizational Meeting following a General Election.

IV. POLICY GUIDELINES:

- 1) **Submission of Councillor Fee Sheets / Expense Claim Sheets**
 - (a) At the last meeting of each month Councillors shall submit their expense claim forms for that month. These claim forms may include any expenses from the prior month which were not included in the prior month's claim form.
 - (b) The Mayor, Deputy Mayor and Councillors shall review each claim form and initial it for payment which indicates that they agree to the claim by the individual Councillor. If they are not in agreement they may ask questions, however a majority vote would authorize payment in a dispute. This system is totally monitored by the Council and no staff member has authority to

make changes to the expense form approved by Council except for mathematical errors. The CAO shall submit the forms for payment and payment shall be made within five working days of the form. It is noted that in the event a claim is not extended into the proper categories on the claim form the person paying the claim may phone the Councillor to question the claim.

2) Eligible Expenses of Council

- (a) **Monthly Honorarium** – defined as the monthly fee paid to the Councillor for service.
- (b) **Council Meeting Fees** – defined as the fee paid to the Mayor and Councillors for attendance at Regular and Special Council Meetings.
- (c) **Committee Meeting Fees** – defined as those fees paid to the Mayor and Councillors for attendance at Committee meetings, Committee of the Whole meetings; Strategy Planning, Budget Meetings, Conferences and Training sessions
- (d) **Hourly Meeting Fees** – MPC, and Ad Hoc Committees (e.g. Capital Equipment Purchasing, Office Renovations etc.) When a meeting of this type exceed two (2) hours then the Committee Meeting Fee is paid.
- (e) **Mileage** – shall be paid for those meetings, conferences and courses held out of the boundaries of Trochu. The rate paid shall be that set by the CRA. as of January 1st of the current year.
- (f) **Transportation** – shall include payment with a receipt for transportation and taxis necessary to transport the Mayor and Councillors to a venue or from venue to venue at a conference, course or seminar. These receipts shall be provided to administration for payment ASAP. Council shall initial and approve this form at the next meeting of Council and any discrepancies will be deducted from the following month's payment.
- (g) **Meals** – shall be paid to the Mayor or a Councillor when they are required to travel out of Town to a meeting, conference and course. When the Mayor or Councillor will be required to leave the Town of Trochu prior to 7:00 a.m. and shall not return until after 7:00 p.m. they shall be paid for three (3) meals at the meal rate. For a meeting, conference or course that lasts ½ day and the Councillor or Mayor is away at meal time they will be paid for one meal unless their departure time is prior to 7:00 a.m. Vouchers and Receipts are not required for this meal allowance and this fee is paid even though some of the meals may be provided at the meeting, conference or course.

3) Payment of Fees without Prior Council Approval:

- (a) From time to time the Mayor and Councillors may require payment of fees without prior Council Approval. This would include payment for an expense claim when the Councillor is absent from the meeting where these would

normally be approved or when the Mayor or Councillor is authorized to attend a conference, seminar or meeting and requires an advance of fees, mileage and subsistence. They may also include fees payment of fees for an emergency. These items shall be submitted to the CAO who will authorize payment within five (5) working days.

4) Master Card Payments:

- (a) The Mayor of the Town of Trochu shall be issued a Master Card in the Town's name and may from time to time use this for such items as:
- i. Payment of Hotel accommodations at meetings, conferences or courses.
 - ii. Payment of meals which occur in the course of doing business
 - iii. Other items that the Mayor feels is necessary to portray a positive image for the Town of Trochu.
- (b) These items may be reviewed as requested by a motion of Council.

This policy was passed in Council, June 25th, 2018, and comes into effect on July 1st of 2018.



Mayor, Barry Kletke



CAO, Carl Peterson

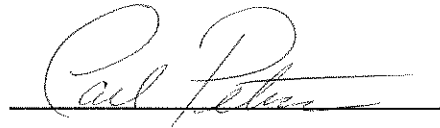
SCHEDULE "A"**POLICY No. 2018-06-15-03**

EXPENSE	MAYOR	DEPUTY MAYOR	COUNCILLOR
MONTHLY HONOURARIUM	\$450	\$350	\$300
Council Meeting Fees	\$150	\$125	\$125
Committee Meetings (includes C.O.W.; Budget; Strategy, Conferences and Training			
• 4 hours or less	\$125	\$125	\$125
• Over 4 hours	\$250	\$250	\$250
Hourly Meeting Fees (e.g. MPC; Ad Hoc Committees – under 2 hours)	\$35	\$35	\$35
Meals – per meal	\$25	\$25	\$25
Mileage – CRA. rate	\$0.55	\$0.55	\$0.55

This schedule was reviewed and passed on June 25th, 2018 by the Council of the Town of Trochu.



Mayor



CAO