

TOWN OF TROCHU – POLICY

Payment of Councillor Fees Policy

POLICY No. – 2023-11-14-01

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- 2) That Policy No. 2021-12-13-01 is now rescinded.
- 3) 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) November 1, 2023 to December 31, 2025. 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 an expense form approved by Council except for

mathematical errors. The CAO shall submit the forms for payment and payment shall be made within five (5) 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 Mayor and Councillors for service.
- (b) **Council Meeting Fees** – defined as the fee paid to the Mayor and Councillors for attendance at Council Meetings (this includes Regular, Committee of the Whole, and Special Council Meetings).
- (c) **Committee Meeting & Training Fees** – defined as those fees paid to the Mayor and Councillors for attendance at Strategy Planning Meetings, Budget Meetings, Conferences, Training sessions, and Committee meetings lasting more than 2 hours.
- (d) **Hourly Meeting Fees** – defined as those fees paid to the Mayor and Councillors for attendance at Committee meetings (e.g., MPC, Capital Equipment Purchasing, Trochu Library Board, etc.) When a meeting of this type exceeds 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 rates. For a meeting, conference or course that lasts ½ day and the Councillor or Mayor is away at mealtime 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. Meals provided by the event organizer or included in the registration cannot be claimed.

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 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 on the 14th of NOVEMBER, 2023 and becomes effective on November 1st, 2023.



Mayor, Barry Kletke



CAO, Carl Peterson

Reviewed October 28, 2024

Reviewed _____

Reviewed _____



Mayor Initials

Mayor Initials

Mayor Initials



CAO Initials

CAO Initials


CAO Initials

SCHEDULE "A"
POLICY No. 2023-11-14-01

EXPENSE	MAYOR	DEPUTY MAYOR	COUNCILLOR
MONTHLY HONOURARIUM	\$450	\$350	\$300
Council Meetings (includes Regular, Special, and Committee of the Whole)	\$150	\$125	\$125
Committee Meetings (includes Budget, Strategy, Conferences, and Training) (also includes Committee Meetings over 2 hours)			
• 4 hours or less	\$125	\$125	\$125
• Over 4 hours	\$250	\$250	\$250
Hourly Meeting Fees for meetings 2 hours or less (e.g. MPC, Non-Council Committees, Ad Hoc Committees)	\$35	\$35	\$35
Meals*			
• breakfast	\$25	\$25	\$25
• lunch	\$30	\$30	\$30
• supper	\$40	\$40	\$40
Mileage* – CRA. rate	as per CRA rate	as per CRA rate	as per CRA rate

* GST Included

This schedule was reviewed and passed on the 14th of NOVEMBER, 2023 by the Council of the Town of Trochu.




 Mayor


Reviewed October 28, 2024

Reviewed _____

Reviewed _____



 CAO



 Mayor Initials



 CAO Initials

 Mayor Initials

 CAO Initials

 Mayor Initials

 CAO Initials