

The Corporation of the Township of North Huron

By-law No. 065-2023

A by-law to establish remuneration rates and expense reimbursement limits for Members of Council for the Corporation of the Township of North Huron and to repeal By-law No. 94-2022.

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Printing Date: September 19, 2023

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**The Corporation of the Township of North Huron**

**By-law No. 65-2023**

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**Being a By-law to establish remuneration rates and expense reimbursement limits for Members of Council for the Corporation of the Township of North Huron and to repeal By-law No. 94-2022**

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WHEREAS Section 283 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS Section 283(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if:

- (a) The expenses are actually incurred; or
- (b) The expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it desirable and necessary to adopt a by-law to establish rates of remuneration to Members of Council;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the Remuneration Rates and Expense Reimbursement Limits for Members of Council, attached hereto as Schedule 'A' and forming part of this by-law, be adopted.
2. That the Council Member Expense Reimbursement Policy, attached hereto as Schedule 'B' and forming part of this by-law be adopted.
3. That By-law No. 94-2022 be hereby rescinded.
4. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 18<sup>th</sup> day of September, 2023.

Read a third time and passed this 18<sup>th</sup> day of September, 2023.

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Paul Heffer, Reeve

CORPORATE SEAL

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Carson Lamb, Clerk

**Schedule 'A' to By-law No. 65-2023**

**Remuneration Rates and Expense Reimbursement Limits for  
Members of Council**

**1. Remuneration:**

Annual Honorarium:	2023 Rate
Reeve	\$12,978.00
Deputy Reeve	\$11,124.00
Councillors	\$ 9,270.00

The above-noted annual honorarium shall include two (2) regularly scheduled Council Meetings per month. Meetings immediately preceding or immediately following a regularly scheduled Council Meeting shall also be included as part of the above-noted honorarium.

**2. Meeting Pay:**

**2.1.** In addition to the honorarium, each Member of Council, including the Reeve and Deputy Reeve shall receive payment for each Special Meeting of Council, each Budget Meeting of Council, and each Committee or Board meeting for which:

- (a) The member was in attendance, and;
- (b) The business of the Township was under discussion, and;
- (c) The member was appointed to the Committee by Council, or;
- (d) The member was authorized by Council to attend.

**2.2** The following rates of pay shall apply to all meetings where the Member of Council has met the criteria outlined in Section 2.1:

Length of Meeting	2023 Rate
Meetings of two (2) hours or less	\$ 82.40
Meetings of two (2) hours or more, but less than four (4) hours	\$128.75
Meetings over four (4) hours	\$180.25

**2.3** When two (2) or more meetings are held on a consecutive basis such as two (2) Committee Meetings in the same day/evening, the number of hours for these meetings shall be added together to determine the rate of Meeting Pay. When

meetings are held where there is a definite break between meetings of more than one (1) hour from the end of one meeting to the start of the next, they shall be considered as two (2) separate meetings and Meeting Pay shall be paid as described in Section 2.2.

- 2.4** Social events such as Remembrance Day, Plaque Presentations/Unveilings, Social Appreciation Nights, etc., that Members may attend from time to time are not considered meetings and are included in the honorarium.

### **3. Conventions, Conferences, Training and Registration:**

- 3.1** Council Members shall be permitted to attend conventions/conferences/training pertaining to municipal business. Expenses related to attendance at conventions/conferences/training shall be paid by the municipality up to a maximum of \$2,500.00 per Council Member per calendar year. Unused allocations shall not accumulate for use in subsequent years by the Member.
- 3.2** The following items are eligible convention/conference/training expenses and must be submitted in accordance with the Sections 4-7 of this Schedule, and in accordance with the Council Member Expense Reimbursement Policy, attached as Schedule "B" to this by-law:
- (a) Registration Fees
  - (b) Accommodation
  - (c) Mileage and Parking
  - (d) Meals
- 3.3** Council Members may exceed and/or reallocate their annual expense amount set out in Section 3.1., provided that a request is received and approved by Resolution of Council.
- 3.4** Council Member attendance at conventions/conferences/training is restricted to the Province of Ontario unless approval is granted by Resolution of Council.
- 3.5** Council Members shall receive a per diem allowance for conventions/conferences/training attended which have been authorized by Council which pertain to municipal business based on the same rates described in Section 2.2. Per diems are not included in the \$2,500.00 per year maximum.
- 3.6** In addition to the per year maximum set out in Section 3.1, Council shall be allocated a shared training fund in the amount of \$2,500 annually for expenses relating to the education and/or training of all Council Members. The shared training fund shall be used for education and/or training(s) which provide benefit to Council as a whole. Use of the shared Council training fund shall require authorization in

the form of a Resolution of Council unless the training is related to the orientation of a new term of Council, which may be authorized by the Clerk.

#### **4. Registration Fees:**

- 4.1 Council Members shall submit a written request to the Clerk indicating their interest in attending a convention/conference/training.
- 4.2 Clerk's Department staff shall be responsible for registering the Council Member for the convention/conference/training session to ensure any municipal membership discounts are applied.
- 4.3 All registration fees for Council Member attendance at a convention/conference/training session will be paid for by the Township at the time of registering for the event.

#### **5. Accommodations:**

- 5.1 Council Members will be reimbursed for a standard room plus tax for out-of-town travel.
- 5.2 Council Members will be reimbursed for a standard hotel room in a basic hotel only if:
  - (a) The expected travel time is greater than two (2) hours round trip, and the purpose of travel will require a minimum of six (6) hours of participation for a single day event, or is a multi-day event; or
  - (b) It is unsafe to travel due to inclement weather.
- 5.3 Council Members will not be reimbursed for personal purchases, such as mini-bar items, movies or dry cleaning, while requiring accommodations.
- 5.4 Clerk's Department staff shall provide Council Members with the applicable hotel accommodation information at the time of registration for the convention/conference/training session. Council Members will need to guarantee all hotel reservations with their personal credit card. It is also the Member's responsibility to ensure that any cancellations to reservations are made within the time frames dictated by the hotel's policy.

#### **6. Mileage and Parking:**

- 6.1 Council Members shall receive mileage expense reimbursement for use of their personal vehicle while travelling on municipal business, or the actual return fare if travelling by public conveyance, while on municipal business.
- 6.2 The mileage expense reimbursement rate will be in accordance with the annual Canada Revenue Agency (CRA) – Automobile Allowance rate.
- 6.3 Council Members will also be reimbursed for all toll fees and parking fees which are accompanied by an itemized receipt and submitted on the required expense form.
- 6.4 The most economical and practical method of transportation shall be used for any travel required by a Member.

## **7. Meals/Entertainment:**

- 7.1 Council Members shall receive a meal allowance expense reimbursement at the actual amount supported by the appropriate receipt to a maximum of \$75.00 per day while attending meetings and conventions/conferences/training pertaining to municipal business.
- 7.2 Items such as alcohol and movies are not eligible expenses and shall not be reimbursed if included on a submitted receipt.

## **8. Annual Remuneration and Meeting Pay Adjustment:**

- 8.1 For the calendar year 2024 and each subsequent year thereafter, the remuneration amount set out in Section 1 and the Meeting Pay amounts set out in Section 2.2 shall be adjusted annually by a cost-of-living adjustment calculation based on an average of twelve (12) months (October of the previous year to September of the current year) of the Ontario CPI as provided by Statistics Canada.

**Schedule 'B' to By-law No. 65-2023**  
**Council Member Expense Reimbursement Policy**

**1. Receipts and Expense Forms**

- 1.1** Council Members shall submit a list of Special Council, Budget, and Committee/Board meeting dates and times for their remittance requests on a monthly basis on the "Special Council & Committee Meeting Pay Sheet" form. Wherein said Members are unable to confirm dates and times of meetings attended, no Meeting Pay shall be paid.
- 1.2** For reimbursement of all eligible convention/conference/training expenses, Members shall submit a "Council Pay Sheet – Expense Report" form, accompanied by original itemized receipts showing the name of the vendor, as well as the date, amount and detailed description of the expenditure paid by the Member.
- 1.3** A credit card slip is not a valid receipt. A valid receipt is an invoice itemizing the types of expenditures and HST information. A credit card slip will only be accepted to accompany an original itemized receipt for the purpose of showing gratuities paid.
- 1.4** All expenses must be submitted on an approved Township of North Huron "Council Pay Sheet – Expense Report" form. This form shall be developed by the Clerk's Department in consultation with the Finance Department and may be amended from time to time.
- 1.5** Members will receive your reimbursement payment once the expense report has been signed by the Clerk and forwarded to the Accounts Payable Department for processing.