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| Policy Title: | Council Honorarium, Benefits and Expenses Policy | |
| Authority: | Council | |
| Motion Number: | 161/13 | |
| Date passed: | July 22, 2013 | Reviewed: September 25, 2017 |
| Policy Number: | TOB 201 – Council Policy | |

Policy Statement

The Town of Bassano would like to pay all Council members an honorarium that reflects the Town’s appreciation for the time commitment required and the dedicated work of Council members on behalf of all citizens but at the same time reflecting Council’s desire to demonstrate sound financial stewardship.

The Town of Bassano shall provide guidelines to reimburse members of Council for fees and expenses incurred in the performance of duties carried out on behalf of the Town and within approved annual budget guidelines.

Guidelines:

1. An elected official of the Town is entitled to receive an honorarium for participating in a Council meeting, a board, committee, commission, corporation, association, jurisdiction or other authority established by Council.
2. If Council requests an elected official of the Town to carry out any function in addition to those listed in 1.0, the elected official may receive an honorarium for:
 - 2.1 Meetings with government officials on behalf of the Town;
 - 2.2 Making a presentation or attending a meeting including ad hoc committee meetings on behalf of the Town;
 - 2.3 Meeting with elected representatives of other municipalities;
 - 2.4 Conferences and special meetings whether Committee and/or Board related or not must be approved by Council in advance by email or by motion.
3. An Honorarium claim may not be made if the Council member is receiving reimbursement from a board, committee, commission, corporation, association, jurisdiction or other authority.
4. Education assistance for attendance of courses, workshops, conferences and conventions will be reimbursed with Council approval.

5. The honorarium payable to elected officials is:

5.1 Up to 4 hours, a half day honorarium of \$100.00

5.2 Over 4 hours, a daily honorarium of \$200.00

At the discretion of the Council member, travel time may be included for Board/Committee Meetings, Events, Special Meetings etc. by rounding off to the nearest hour.

Ex: 4½ hours = 4 hours at ½ day rate or over 4 hours at full day rate

Ex: 4¾ hours = 5 hours at full day rate

6. The honorarium payable to chief elected official is:

6.1 Up to 4 hours, a half day honorarium of \$150.00

6.2 Over 4 hours, a daily honorarium of \$250.00

At the discretion of the Chief Elected Official, travel time may be included for Board/Committee, Meetings, Events, Special Meetings etc. by rounding off to the nearest hour.

Ex: 4½ hours = 4 hours at ½ day rate or over 4 hours at full day rate

Ex: 4¾ hours = 5 hours at full day rate

7. The following expenses will be reimbursed upon receipt when on Town of Bassano business travel:

7.1 Accommodation expenses;

7.2 Meal expenses and no alcoholic beverages including gratuity;

7.3 Use of own private vehicle - mileage will be paid in accordance with the Canada Revenue Agency rates. Car pooling is encouraged;

7.4 Parking or park passes, c-train or bus fares and taxis.

8. It is the Council member's responsibility to complete and submit the Council Expense Form to Administration on a quarterly basis for payment.

9. The following benefits are provided to Council Member's through the Town's Insurance provider:

- Accidental Death & Dismemberment – up to \$50,000.00

- Accident Reimbursement Benefit - up to \$15,000.00
- Accidental Dental Expense Benefit - up to \$5,000.00
- Weekly Accident Indemnity - up to \$200.00

10. End of Policy

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| To be reviewed: | Annually | Next review | October 2018 |
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